

Organization Chart -- U. S. Naval Hospital Corona, California

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From: Commanding Officer, U. S. Naval Hospital, Corona, California
To: Chief, Bureau of Medicine and Surgery

Subj: Hospital Organization Charts and Functional Statements

Ref: BuMed Instruction 5400.2A

Encl: (1) Organization Master Chart (2 copies)
(2) Structural Organization Charts (2 copies)
(3) Functional Statements (2 copies)

1. Enclosures (1), (2) and (3) are forwarded in accordance with reference (a).

2. Except for changes indicated by enclosures, structural organization charts and functional statements previously submitted are current.

A. C. ABERNETHY

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ORGANIZATION GUIDE
FOR THE
UNITED STATES NAVAL HOSPITAL
CORONA, CALIFORNIA

1 February 1955

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THE NAVAL HOSPITAL

The primary mission of the naval hospital is:

- (a) The care and treatment of sick and injured military personnel with the object of their expeditious return to duty.
- (b) The prompt disposition of those patients who require special treatment not satisfactorily available or who are found physically unfit for retention in the service.

The secondary mission of the naval hospital includes:

- (a) The instruction of Medical Department personnel, including resident and intern training when authorized.
- (b) The care and treatment of other than military personnel when authorized.
- (c) Research in medicine and its allied specialties when authorized.
- (d) Cooperation with military and civil authorities in matters pertaining to health and sanitation and in the event of local disasters or emergencies.

Answers

1. $2^3 \times 3^2 \times 5^2 \times 7^2$

2. $2^3 \times 3^2 \times 5^2 \times 7^2$

3. $2^3 \times 3^2 \times 5^2 \times 7^2$

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15. $2^3 \times 3^2 \times 5^2 \times 7^2$

16. $2^3 \times 3^2 \times 5^2 \times 7^2$

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3

COMMANDING OFFICER'S OFFICE

COMMANDING OFFICER
EXECUTIVE OFFICER

ADMINISTRATIVE OFFICER

BOARDS AND
COMMITTEES

SPECIAL
ASSISTANTS

FINANCE
DIVISION

HOSPITAL
SUPPLY
DIVISION

FOOD SERVICE
DIVISION

MAINTENANCE
DIVISION

PERSONNEL and
RECORDS
DIVISION

SECURITY and
M.A.A.DIVISION

SPECIAL
SERVICES
DIVISION

DISBURGING
DIVISION

DEPENDENTS
SERVICE

DENTAL
SERVICE

LABORATORY
SERVICE

NURSING
SERVICE

PHARMACY
SERVICE

RADIOLOGY
SERVICE

E. E. N. T.
SERVICE

NEUROPSYCHIATRIC
SERVICE

MEDICAL
SERVICE

SURGICAL
SERVICE

UROLOGICAL
SERVICE

ORTHOPEDIC
SERVICE

DERMATOLOGY
SERVICE

1-7-57

U. S. NAVAL HOSPITAL
CORONA, CALIFORNIA

APPROVED: *ABERNETHY*
A. C. ABERNETHY, CAPT MC USN
Commanding Officer

Chart
No: 1

OFFICE OF THE COMMANDING OFFICER

The Office of the Commanding Officer shall consist of a Commanding Officer, an Executive Officer, and Administrative Officer and such other personnel as may be required.

The Commanding Officer shall be charged with the command, organization and management of the hospital for the purpose of carrying out its mission in the most effective and economical manner possible. Subject to the orders of higher authority, he shall exercise complete military jurisdiction within the hospital reservation. He shall be responsible for the professional care of patients in the hospital and for the safety and well-being of the entire hospital command. His duties and responsibilities are outlined in Article 11-7, Manual of the Medical Department.

The Commanding Officer may, at his discretion and when not contrary to law or regulations, delegate duties to the Executive Officer, Administrative Officer and other subordinates, as appropriate, to the maximum extent consistent with the retention of control. Such delegations of authority, however, shall in no way relieve him of his responsibility for the efficient performance of his functions.

The Executive Officer shall serve as the direct representative of the Commanding Officer in coordinating the internal administration of the hospital. As such, all orders issued by him shall be regarded as proceeding from the Commanding Officer and shall govern all persons within the command. In the absence of the Commanding Officer, the Executive Officer shall perform his duties and act with full responsibility and authority for him except as otherwise provided by law or regulation. The duties and responsibilities of the Executive Officer are outlined in Article 11-8, Manual of the Medical Department.

The Administrative Officer shall advise and assist the Commanding Officer and the Executive Officer regarding the nonprofessional functions of the hospital. He shall be responsible to the Executive Officer for the coordination and efficient operation of the administrative divisions of the hospital. He shall act independently upon those matters which do not require the personal attention of the Commanding Officer or the Executive Officer, but he shall keep the Executive Officer fully informed of the action which he takes. His duties and responsibilities are outlined in Article 11-9, Manual of the Medical Department.

The Administrative Officer shall be assisted by an Assistant to the Administrative Officer who shall be directly responsible to him for the performance of certain office services and related functions in the hospital.

RECORDED AND INDEXED AND FILED
The Assistant to the Administrative Officer shall:

- (a) Supervise the disposition of hospital records eligible either for retirement to records centers or for destruction, according to the approved records disposal schedules; and conduct periodic surveys of records to insure compliance with the records disposal schedules.
- (b) Provide technical guidance on the records management program; and initiate action to secure authority for the disposal of records not covered by existing disposal schedules.
- (c) Review and analyze existing and proposed local forms and reports, and make recommendations for their standardization, simplification, or revision, as well as for the elimination of unnecessary forms and reports; and maintain the necessary control records therefor.
- (d) Receive, distribute and insure the proper custody and security of all classified material.
- (e) Administer the hospital's instructions and notices program in accordance with the Navy Directives System.
- (f) Make space studies; and plan and coordinate physical moves, particularly in administrative office spaces.
- (g) Supervise the operations of a Mail and Messenger Unit, a Reproduction, Forms and Publications Unit, a Telephone and Information Unit, and a Collection Agent Unit.

Mail and Messenger Unit

The Mail and Messenger Unit shall:

- (a) Receive, sort, and distribute official incoming mail, except classified material; and collect and dispatch official outgoing mail.
- (b) Maintain the hospital's central correspondence files.
- (c) Maintain a follow-up system on "action" mail.
- (d) Operate the hospital message center; and provide a scheduled collection and distribution service throughout the hospital.
- (e) Provide special messenger services as required.

Reproduction, Forms and Publications Unit

The Reproduction, Forms and Publications Unit shall:

- (a) Arrange for such limited printing as is authorized, and for the reproduction or duplication of locally designed and approved forms, and other necessary material.
- (b) Operate the hospital's duplicating equipment.
- (c) Arrange for obtaining official publications and blank forms.

Telephone and Information Unit

The Telephone and Information Unit shall:

- (a) Operate the central switchboard of the hospital.
- (b) Prepare and maintain a current telephone directory for the use of hospital staff personnel.
- (c) Operate the hospital call system.
- (d) Operate the teletype facilities of the hospital.
- (e) Operate the hospital information desk.
- (f) Audit telephone bills, certify official charges; and determine and insure the collection of unofficial charges.

Collection Agent Unit

The Collection Agent Unit shall:

- (a) Perform the functions of the Collection Agent as prescribed by the Bureau of Supplies and Accounts Manual, Navy Comptroller Manual, and current directives; and provide proper security and maintain appropriate records of all monies collected in connection therewith.

Method of Testing for *Leptothrix*

1. *Leptothrix* is a genus of bacteria which are
filamentous and have a coccoid cell at the
end of each filament.

2. *Leptothrix* is a genus of bacteria which are

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SPECIAL ASSISTANTS

The senior Chaplain, the senior representative of the American National Red Cross and such other personnel as may be appointed by the Commanding Officer shall serve as special assistants to the Commanding Officer as well as the heads of the appropriate organizational units in the hospital.

CHAPLAINS

The Chaplains shall:

- (a) Conduct divine services on appropriate occasions.
- (b) Conduct weddings, baptisms, funerals and other special religious services.
- (c) Make ward visits to bed patients, especially those on the serious and critical lists, and periodic visits to prisoners confined in the brig.
- (d) Counsel and advise regarding Navy Relief policies; and assist in the annual campaign for funds for the Navy Relief Society.
- (e) Act as custodian of the chapel and chapel funds.

RED CROSS

The functions of the representatives of the American National Red Cross are outlined in current directives.

17. The English

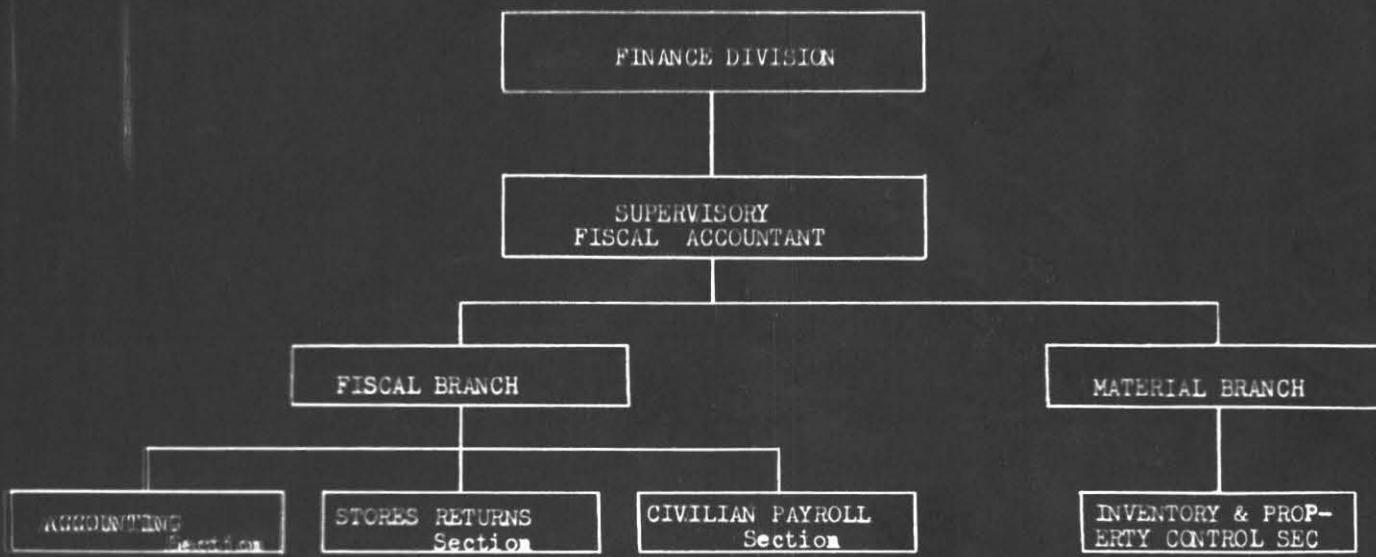
17. The English language is the language of the United States and of Canada. It is also the language of the United Kingdom, Australia, New Zealand, Ireland, and many countries in Africa and Asia. It is the language of the United Nations and of many international organizations.

18. French

18. French is the language of France, Canada, and parts of the United States. It is also the language of many countries in Africa and Asia. French is a very important language in the world. It is spoken by more than 100 million people. French is a very difficult language to learn. It has many irregular verbs and many different ways of expressing the same thing. French is a very beautiful language. It has a rich history and a long tradition of literature and art. French is a very important language in the world. It is spoken by more than 100 million people. French is a very difficult language to learn. It has many irregular verbs and many different ways of expressing the same thing. French is a very beautiful language. It has a rich history and a long tradition of literature and art.

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DATE: 1-7-57

U. S. NAVAL HOSPITAL
Corona, California

APPROVED: *A. C. Abernethy*
A. C. ABERNETHY, CAPT MC USN
Commanding Officer

CHART
NO: 2

ADMINISTRATIVE DIVISION

Certain administrative divisions shall be established in this naval hospital as provided in Section III of Chapter 11, Manual of the Medical Department. Functions which are common to each of the administrative divisions are outlined in Article 11-13 thereof and, for the most part, are not repeated below.

FINANCE DIVISION

The Finance Division shall be responsible for the accurate accounting of all funds allotted to the hospital and shall compile the financial plans, estimates of expenditures, including supporting data as required. The Division shall also be responsible for the issue, accounting, and while in its custody, security and maintenance of the equipment of the hospital.

Material Branch

The Material Branch shall:

- (a) Maintain custody and property location records for equipment.
- (b) Conduct periodic inventories of equipment carried in the accounts of the Finance Division.
- (c) Initiate action for redistribution or disposal of excess, obsolete, or deteriorated equipment.

Fiscal Branch

The Fiscal Branch shall:

- (a) Maintain accounting controls over allotment obligations and expenditures by appropriation and subhead and prepare status of allotment reports.
- (b) Maintain cost accounting records and books of account as prescribed.
- (c) Prepare financial reports and returns and estimates of expenditures, including supporting schedules, as required.
- (d) Maintain individual time and leave records for civilian employees.
- (e) Prepare payrolls for per annum and per diem employees; and submit payrolls to the Disbursing Division for payment.

- (f) Maintain individual retirement, withholding tax, saving bond, salary, wage and other time and pay record for civilian employees as required.
- (g) Record value of all material received and expended on the Navy Stock Account. Prepare Stores Returns and reports.

HOSPITAL SUPPLY DIVISION

CONTROL BRANCH

TECHNICAL REVIEW SECTION

STOCK RECORDS SECTION

PURCHASE SECTION

RECEIPT CONTROL SECTION

FINANCIAL INVENTORY CONTROL
SECTION

MATERIAL BRANCH

RECEIVING AND SHIPPING
SECTION

STOREROOM SECTION

TRANSPORTATION SECTION

1 JANUARY 1957

U.S. NAVAL HOSPITAL
CORONA, CALIFORNIA

APPROVED: *G C Abernethy*
A.C. ABERNETHY, CAPTAIN MC USN

CHART
NO. 3

HOSPITAL SUPPLY DIVISION

The Hospital Supply Division shall be responsible for the procurement, receipt, storage, issue, accounting for, and, while in store, security and maintenance of equipment and stores of the hospital. The Division shall also perform all shipping functions for the hospital.

The Hospital Supply Division shall be divided into a Control Branch, and a Material Branch.

Control Branch

The Control Branch, processes procurement, receipt, and issue documents; maintains stock records; screens issue requests, assigns accounting data; maintains stock records, financial inventory control ledgers and performs receipt control functions.

The Control Branch shall be divided into a technical review section, stock record section, purchase section, receipt control section, and a financial inventory control section.

The technical review section shall screen all issue and procurement requests, assign accounting data and pass to storeroom for issue or purchase as appropriate.

The stock records section shall maintain stock records of all classes of material carried in store and initiate stock replenishment.

The purchase section shall place orders for material and services from other government sources of supply and purchase material and services in accordance with current directives.

The receipt control section shall complete receipt documents, accomplish bills of lading, maintain follow-up actions as necessary.

The financial inventory control section maintains financial inventory control ledgers; routes receipt and expenditure information to the Finance Division and prepares financial inventory control reports.

Material Branch

The material branch receives, stores, issues and transports material.

The material branch shall be divided into a receiving and shipping section, a storeroom section and a transportation section.

The receiving and shipping section receives and checks incoming material; segregates and forwards material to proper destination; performs shipping functions as required.

The storeroom section receives material into store; maintains proper storage and care of material; inspects material as required and issues material.

HOSPITAL SUPPLY DIVISION (contd)

The transportation section performs all pick-up and delivery services on incoming and outgoing material.

Supply Section

The supply section is responsible for maintaining inventories of supplies, equipment, and materials required for the hospital's operations. It also oversees the distribution of supplies to various departments and maintains a central storage facility.

The supply section is divided into several sub-sections, including a medical supply section, a pharmaceutical section, and a general supply section. The medical supply section is responsible for maintaining inventories of medical equipment, pharmaceuticals, and supplies required for patient care.

The pharmaceutical section is responsible for maintaining inventories of pharmaceuticals and supplies required for patient care. It also oversees the distribution of pharmaceuticals to various departments.

The general supply section is responsible for maintaining inventories of general supplies, including office supplies, cleaning supplies, and maintenance supplies. It also oversees the distribution of these supplies to various departments.

The supply section is also responsible for managing the hospital's financial resources. It oversees the procurement of supplies and equipment, and ensures that the hospital's financial resources are used effectively to support the hospital's operations.

Medical Equipment Section

The medical equipment section is responsible for maintaining inventories of medical equipment, including diagnostic equipment, surgical equipment, and therapeutic equipment. It also oversees the distribution of medical equipment to various departments.

FOOD SERVICE DIVISION

Administration and
Stores Branch

Food Preparation
and Service Branch

Therapeutic Diet
Branch

Date: 2-1-55

U. S. NAVAL HOSPITAL
CORONA, CALIFORNIA

APPROVED: *Julian Love*
JULIAN LOVE, CAPTAIN MC USN
COMMANDING OFFICER

Chart
No. 3

FOOD SERVICE DIVISION

The Food Service Division shall be responsible for the proper and efficient administration of the food service activities of the hospital, including the administrative and therapeutic aspects of food preparation. The Division shall exercise control over the operation, maintenance and sanitation of all food service spaces, equipment, supplies and provisions.

Administration and Stores Branch

The Administration and Stores Branch shall:

- (a) Procure fresh and dry provisions as authorized.
- (b) Receive deliveries of provisions; and inspect them for quantity, quality and condition.
- (c) Operate and maintain all provisions storage spaces and issue rooms; and issue provisions upon receipt of approved requisitions.
- (d) Prepare a daily and cumulative report of the number of rations served, the value of provisions expended and the average cost of rations.
- (e) Prepare, maintain and submit prescribed accounting ledgers, records and reports.
- (f) Furnish data regarding receipts and expenditures of provisions and obligations and expenditures for provisions to the Finance Division as required.
- (g) Conduct a monthly physical inventory of all provisions on hand.
- (h) Process surveys of provisions; and initiate disposal action as determined by survey reports.
- (i) Prepare and submit to the Collection Agent a monthly statement of the amounts to be collected from individuals for meals.
- (j) Prepare, submit for approval and post menus for the hospital mess.

Food Preparation and Service Branch

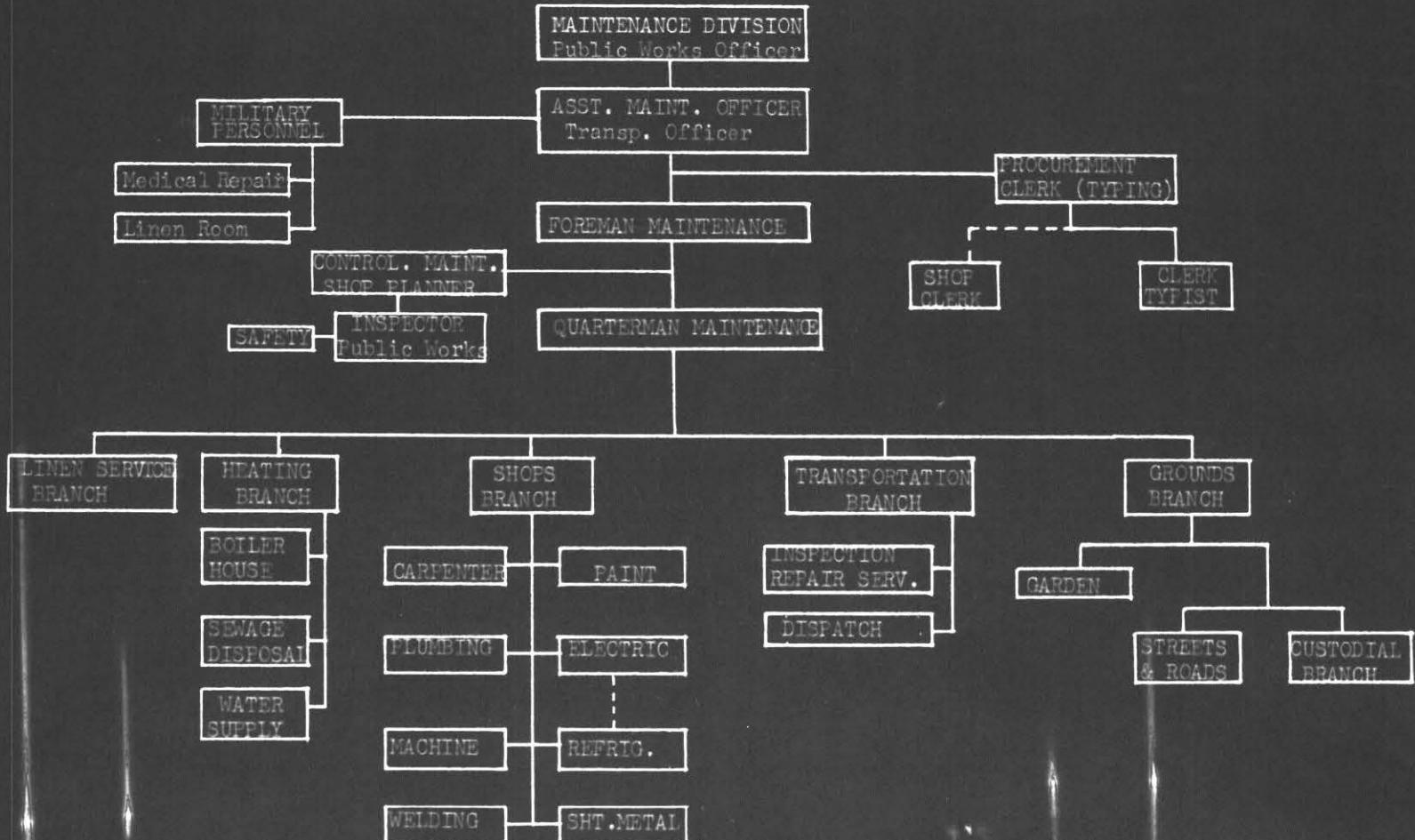
The Food Preparation and Service Branch shall:

- (a) Assist in the planning of menus and the ordering of provisions.
- (b) Prepare and serve meals, including the night meal for night duty personnel, for all hospital messes.
- (c) Maintain adequate safeguards in the preparation and handling of food to prevent food poisoning.
- (d) Supervise the operation of the meatcutting shop.
- (e) Prepare and insure the proper heating of food carts.
- (f) Set and clear tables; and sweep and clean mess halls.
- (g) Wash and sterilize dishes, trays, glassware and silverware; and maintain proper custody of mess gear.
- (h) Regulate refrigerators to insure proper storage temperatures.
- (i) Provide for the disposal of garbage and the cleansing of garbage cans.

Therapeutic Diet Branch

The Therapeutic Diet Branch shall:

- (a) Consult with the professional staff in planning individual therapeutic diets and diet adjustments; and prepare therapeutic diet menus.
- (b) Prepare and supervise the service of all therapeutic diets.
- (c) Conduct a therapeutic dietetic educational program for patient and staff personnel as appropriate.



Date: 10 Jan. 1957

U. S. NAVAL HOSPITAL, CORONA, CALIFORNIA

APPROVED:

A. C. Abernethy
A. C. ABERNETHY, CAPT MCUSN
COMMANDING OFFICER

Chart
No. 4

MAINTENANCE DIVISION

The Maintenance Division shall be responsible for the maintenance, repair, improvement, and alteration of all hospital structures, facilities and grounds to meet the operational needs. The Maintenance Division shall also be responsible for the operation of the heating plant, water wells, and sewage disposal plant. The Maintenance Division shall provide the hospital linen service and transportation service, and conduct the safety program against industrial and traffic hazards. These responsibilities entail economy measures to conserve material and manpower. Prescribed maintenance standards shall be followed to maintain structures and facilities in good condition and extend their usefulness and serviceability to a maximum. Accomplishment of the above responsibilities shall be by local forces or by contract. The Maintenance Division shall maintain liaison with the District Public Works Office on technical matters where necessary.

Transportation Branch

The Transportation Branch shall:

- (a) Dispatch and operate the hospital's motor vehicles.
- (b) Maintain an accurate log of motor vehicle trips, both on and off the hospital station.
- (c) Insure that motor vehicle operators have been properly examined and licensed.
- (d) Establish and maintain a preventive maintenance schedule for automotive and other internal combustion equipment; and inspect, authorize, and initiate requests for necessary repairs by contract to maintain this equipment in a safe and efficient mechanical operating condition.
- (e) Provide storage facilities for automotive and other internal combustion equipment.

Linen Service Branch

The Linen Service Branch shall:

- (a) Obtain laundry services for hospital linen, patient hospital clothing, employee uniforms, and similar government-owned property.
- (b) Provide a central control over the issuance, storage, and repair of such linen, clothing, and similar government-owned property.
- (c) Maintain the central linen supply and, in conjunction with the Head Nurse, establish linen allowance lists for users.
- (d) Conduct periodic linen inventories, and report excessive losses to the Executive Officer through the Office of the Division Chief.

(e) Make repairs to the linen, and maintain supplies of non-repairable linen for issue as cleaning rags.

Heating Branch

The Heating Branch shall:

- (a) Maintain and operate the hospital heating plant to supply heat and steam as required.
- (b) Maintain generators for the emergency electric power supply.
- (c) Conduct periodic waste surveys of heat, light, power and water.
- (d) Perform boiler water treatments as required.
- (e) Test water and maintain automatic chlorinators as required.
- (f) Operate the hospital water wells and sewage disposal plant.

Shops Branch

The Shops Branch shall:

- (a) Provide necessary maintenance and repair of buildings, structures, equipment, and utilities; and perform authorized alterations to hospital structures and equipment.

Carpenter Shop

The Carpenter Shop shall:

- (a) Maintain and repair buildings, stairways, ramps, railings, and other items of wood construction.
- (b) Repair tables, cabinets and other furniture and wooden articles.
- (c) Construct and install bulletin boards and black boards.
- (d) Hang and repair screens, window shades, venetian blinds and doors.
- (e) Lay asbestos tile, carpets and linoleum.
- (f) Make repairs to installations in stone, concrete, tile, brick and other building materials, including roofs.
- (g) Perform authorized plaster work.
- (h) Replace broken glass.
- (i) Perform minor key and lock work including the making of keys.

Paint Shop

The Paint Shop shall:

- (a) Perform routine painting and paint removal as required.
- (b) Lay out and stripe parking areas, pedestrian lanes and traffic lanes.
- (c) Refinish floors where sanding is not required.

Plumbing Shop

The Plumbing Shop shall:

- (a) Maintain and repair plumbing installations and equipment; and install new plumbing fixtures as required.
- (b) Provide for the maintenance and repair of all water, gas, sewerage, and fire protection systems and their fittings, valves, controls, and other appurtenances.
- (c) Make periodic inspections of major plumbing equipment in conjunction with the controlled maintenance section.

Electrical Shop

The Electrical Shop shall:

- (a) Maintain and repair electrical circuits, fixtures, appliances and equipment.
- (b) Maintain and repair intercommunication systems.
- (c) Read electric meters.
- (d) Make periodic inspections of major electrical equipment in conjunction with the controlled maintenance section.

Machine Shop

The Machine Shop shall:

- (a) Maintain and repair machinery, machine tools and metal equipment, including pumps, air compressors, metal lockers and beds, laundry and galley equipment, mess carts, surgical instruments, wheel chairs, keys, locks, and office equipment.
- (b) Sharpen lawn mowers, power tools, knives and other equipment.
- (c) Make periodic inspections of major mechanical equipment in conjunction with the controlled maintenance section.

Refrigeration Shop

The Refrigeration Shop shall:

- (a) Maintain and repair refrigeration, air-conditioning and ventilating systems and equipment including drinking units.

Sheet Metal Shop

The Sheet Metal Shop shall:

- (a) Fabricate, replace, and repair minor sheet metal projects.

Welding Shop

The Welding Shop shall:

- (a) Perform welding and brazing as required.

Medical Repair Shop

The Medical Repair Shop shall:

- (a) Maintain and repair medical equipment.
- (b) Maintain and repair hospital-owned radios and television sets.
- (c) Make periodic inspections of medical equipment in conjunction with the controlled maintenance section.

Grounds Branch

The Grounds Branch shall:

- (a) Maintain the hospital grounds, including roadways, sidewalks and other paved areas,
- (b) Maintain and police the hospital grounds to insure their cleanliness at all times.
- (c) Care for lawns, trees, flowers, plants, shrubs, parks areas, athletic fields and cemeteries.
- (d) Maintain storm sewers and catch basins to insure proper drainage for the protection of the footings, bases and foundations of buildings and roads.
- (e) Collect and dispose of garbage and trash; and operate the hospital incinerators.
- (f) Maintain and operate a labor pool to perform miscellaneous hauling, loading, unloading and other services; and provide working parties for various hospital activities as required.

Custodial Services Branch

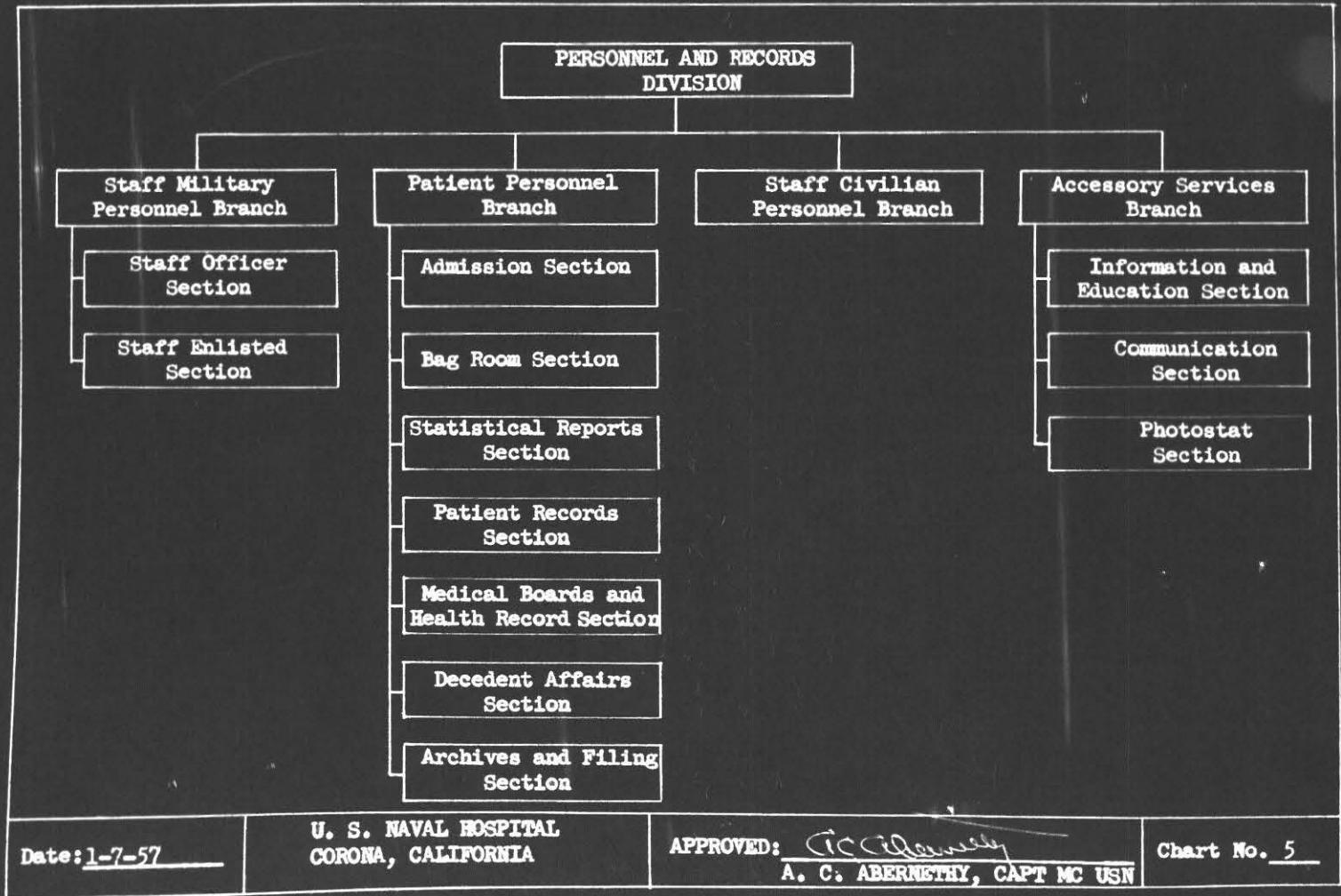
The Custodial Services Branch shall:

- (a) Provide janitorial, cleaning, and related services for the hospital as required.

THE BOSTONIAN

ANSWER TO THE QUESTIONS

• *Health and Safety at Work Act 1974* (as amended) and the
• *Control of Substances Hazardous to Health Regulations 2002* (as amended)



PERSONNEL AND RECORDS DIVISION

The Personnel and Records Division shall be responsible for matters pertaining to the administration of the military and civilian personnel attached to the hospital, both staff and patient. The Division also shall be responsible for the proper custody, security and current maintenance of the personnel and medical records of the staff and patients.

Staff Military Personnel Branch

The Staff Military Personnel Branch shall:

- (a) Make recommendations regarding military complement and allowance requirements; and assign enlisted personnel to duties in hospital.
- (b) Prepare watch bills for enlisted personnel.
- (c) Assist in the instruction of staff and patient enlisted personnel; and conduct examinations for advancement in rate.
- (d) Administer leave and liberty procedures for staff personnel.
- (e) Maintain and insure the Security of Service Records and Health Records of staff officer and enlisted personnel.
- (f) Accomplish clerical procedures relative to annual, promotion and other special physical examinations of staff personnel.
- (g) Administer personnel accounting procedures for staff personnel in accordance with the instructions issued by the Bureau of Naval Personnel.
- (h) Accomplish other clerical procedures relative to the administrative handling of staff personnel.

Staff Officer Section

The Staff Officer Section shall:

- (a) Process reporting and detachment orders, leave papers, retirement papers and other personnel documents of staff officers.
- (b) Accomplish clerical procedures relative to records of proceedings of Boards of Medical Examiners, annual, promotion and other special physical examinations.
- (c) Accomplish clerical procedures incident to preparation of fitness reports.
- (d) Maintain file of Navy directives, manuals of various bureaus and offices, office files, and other files as required.

- (e) Prepare and submit reports as required.
- (f) Accomplish clerical procedures relative to the assignment of primary and collateral duties of staff officer personnel.
- (g) Coordinate and prepare the Medical Service Corps watch list.

Staff Enlisted Section

The Staff Enlisted Section shall:

- (a) Process forms and reports relative to the receipt, transfer separation, discharge and reenlistment of staff enlisted personnel.
- (b) Administer leave and liberty procedures for staff enlisted personnel; and submit recommendations regarding duty and liberty hours of staff enlisted personnel.
- (c) Maintain file of Navy directives, Bureau manuals and office files.
- (d) Conduct examinations for advancement in rate and assist in classes of instruction for staff enlisted personnel.
- (e) Assign enlisted personnel to duties in the hospital; and prepare watch bills for enlisted personnel.
- (f) Indoctrinate enlisted personnel reporting on board for duty.
- (g) Prepare and submit reports as required.

Patient Personnel Branch

The Patient Personnel Branch shall:

- (a) Supervise the administrative activities pertinent to the admission, treatment and disposition of patients.
- (b) Compile statistical data incident to the hospitalization of patients.
- (c) Administer the cross-index system for clinical records.
- (d) Maintain and insure the security of officer and enlisted patients' Health Records and Service Records.
- (e) Accomplish administrative procedures incident to the appearance of patients before various clinical and medical survey boards; and accomplish medical separation procedures for patient personnel as required.

- (f) Maintain close liaison with medical officers to insure that entries for patient's Health Records are submitted promptly and are complete.
- (g) Supervise patient "check-out" and transfer procedures.
- (h) Arrange for funerals and the disposition of the remains of the dead.
- (i) Supervise the storage operation for baggage of patient personnel.
- (j) Maintain close liaison with the Marine Hospital Detachment on all matters pertaining to Marine Corps patients.

Admission Section

The Admission Section shall:

- (a) Admit qualified applicants for treatment to the hospital.
- (b) Receive and examine official records and documents accompanying incoming patients; and forward these records to the proper offices for retention and/or reference purposes.
- (c) Prepare patients' jackets, admission cards and other administrative records for controlling the movement of patients and establishing subsequent records of their care and treatment.
- (d) Inform the OOD of all admissions, the Patient Records Section of the admission of emergency cases without records and the Staff Military Personnel Branch of the admission of staff personnel.
- (e) Assign incoming patients to wards; and maintain a roster of vacant and occupied beds and wards.
- (f) Assist the medical officer on duty in conducting medical examinations or providing emergency medical care in the admission treatment room.
- (g) Assist the medical officer on duty in conducting morning sick call for staff personnel.

Bag Room Section

The Bag Room Section shall:

- (a) Insure that baggage received is properly sealed or tagged.
- (b) Store the baggage of patient personnel for safekeeping.
- (c) Obtain receipts for property removed from the Bag Room.

- (d) Clean, pack and tag the baggage of deceased personnel entrusted to the Bag Room.
- (e) Inventory and make proper disposition of unidentified or unclaimed baggage, including the baggage of personnel who have been declared deserters.

Statistical Reports Section

The Statistical Reports Section shall:

- (a) Compile medical statistics; and prepare and submit statistical and such other reports and correspondence on hospitalized personnel as required.
- (b) Prepare and distribute a ~~daily~~ hospital census report, listing admissions, discharges and a census of patients and staff.
- (c) Maintain a rough daily ration record; and maintain close liaison with the Food Service Division.
- (d) Comply with federal, state and local laws and regulations regarding the reporting of vital statistics, incidence of communicable diseases and other information.
- (e) Assemble, cross-index and file patient jackets.
- (f) Provide information and assistance to the professional staff of the hospital in the review and appraisal of medical records.
- (g) Maintain records and clinical charts of all hospitalized personnel in leave or absentee status.

Patient Records Section

The Patient Records Section shall:

- (a) Prepare orders, endorsements on orders, reports and correspondence relative to the admission and disposition of patients.
- (b) Maintain officer and enlisted patients' Service Records.
- (c) Request patients' records, pay accounts and personnel effects from other naval activities when necessary; and acknowledge receipt thereof.
- (d) Prepare duty party lists.
- (e) Assemble the records and accounts of and obtain transportation for duty parties; and insure that necessary records accompany personnel transferred to duty.

- (f) Arrange for the receipt and transfer of patients by government or commercial air transportation when required; and arrange for the transfer of patients to Veterans Administration hospitals when appropriate.
- (g) Accomplish procedures incident to the separation of patient personnel from the naval service; and maintain close liaison with representatives of the Veterans Administration on matters pertaining to veterans disability benefits.
- (h) Accomplish procedures incident to the separation of patient personnel from the naval service; and maintain close liaison with the representatives of the Veterans Administration on matters pertaining to veterans disability benefits.
- (i) Prepare and submit hospital ration notices as required.
- (j) Administer personnel accounting procedures for patients in accordance with the instructions issued by the Bureau of Naval Personnel.
- (k) Maintain close liaison with the Army and Air Force activities in the area on matters pertaining to Army and Air Force patients.
- (l) Process correspondence, prepare reports and perform other administrative functions pertaining to supernumerary patients and their records.
- (m) Maintain liaison with the Collection Agent regarding the collection, in advance, of hospitalization charges from supernumerary patients.

Medical Boards and Health Record Section

The Medical Boards and Health Record Section shall:

- (a) Maintain officer and enlisted patients' Health Records; deliver Health Records into the custody of the proper ward medical officers; and obtain receipts therefor.
- (b) Check clinical records received for completeness.
- (c) Transcribe abstracts of medical histories, clinical board reports and other records as required.
- (d) Prepare reports of boards of medical survey and clinical boards for submission to cognizant authorities.
- (e) Assist patients in preparing statements of rebuttal and waivers as required.
- (f) Prepare and close out NavMed-F, Individual Statistical Report of patient, as appropriate, for active duty personnel.
- (g) Prepare transcripts of medical records of supernumerary patients as required.

Decedent Affairs Section

The Decedent Affairs Section shall:

- (a) Prepare and distribute a daily list of seriously or critically ill patients.
- (b) Notify the next of kin and appropriate religious personnel of seriously and critically ill patients and of deaths.
- (c) Complete necessary arrangements regarding autopsies, funerals and escorts and transportation for the deceased.
- (d) Prepare death certificates and other reports required in the event of death; and close out and make final disposition of the records and personal effects of deceased personnel.
- (e) Advise civilian institutions and physicians of the proper method for submitting bills for medical services to service personnel; and prepare and submit NAVMED-U, Report of Medical Treatment, Hospitalization, and Allied Services, as required.

Archives and Filing Section

The Archives and Filing Section shall:

- (a) Maintain the hospital Archives.
- (b) Receive, store and make proper disposition of inactive patient jackets and x-ray films.
- (c) Compile, tabulate and report personnel staffing, military pay and allowances, and in-patient and out-patient work unit statistics to provide all manpower and workload data from one source; and maintain personnel tabulating cards for staff military and civilian personnel.
- (d) Maintain close liaison with the Finance Division.

Staff Civilian Personnel Branch

The Staff Civilian Personnel Branch shall:

- (a) Plan, develop and administer such employment, training, wage classification and employee services programs as may be appropriate for the civilian staff of the hospital.
- (b) Advise and assist operating officials in applying Navy civilian personnel rules, regulations and policies, including those relating to the handling of grievances and complaints, disciplinary matters and the maintenance of sound relations with the employee groups.

- (c) Advise civilian employees relative to all phases of their employment, including status, promotion policy, disciplinary actions, grievance procedures, performance ratings, retention rights, hours of duty and leave privileges.
- (d) Conduct an in-service placement program to insure sound selections for promotions and reassessments.
- (e) Recruit employees to fill civilian positions in accordance with Civil Service Commission and Navy Department regulations and procedures.
- (f) Plan and conduct the Employee Development Program as prescribed by Navy Civilian Personnel Instructions.
- (g) Advise and assist group IVB employees and their supervisors in the preparation of job descriptions; develop statements of duties of unclassified positions; recommend changes in the schedule of wages; and recommend changes in the classification of group IVB positions.
- (h) Process requests for civilian personnel and position actions.
- (i) Submit reports to the Navy Department, the Civil Service Commission, the Bureau of Employees Compensation and other authorized agencies as required.
- (j) Maintain the Federal Personnel Manual, Navy Civilian Personnel Instructions and other instructions and regulations governing civilian personnel administration.
- (k) Maintain civilian personnel folders, service record cards and other civilian personnel records as prescribed by the Navy Department.

Accessory Services Branch

The Accessory Services Branch shall:

- (a) Provide such accessory services relating to personnel and records administration which are common to both staff and patient personnel functions.
- (b) Administer the educational services program for staff and patient personnel of the hospital.
- (c) Operate and maintain the hospital teletype facilities.
- (d) Operate and maintain the hospital photostat facilities.

Information and Education Section

The Information and Education Section shall:

- (a) Administer the educational services program for staff and patient personnel of the hospital, including vocational counseling, USAFI correspondence and self-study courses; and conduct examinations in connection therewith.
- (b) Coordinate classes of instruction for staff enlisted personnel; and assist and advise staff enlisted personnel to prepare for advancement in rating.
- (c) Prepare and submit reports and maintain files as required.

Communication Section

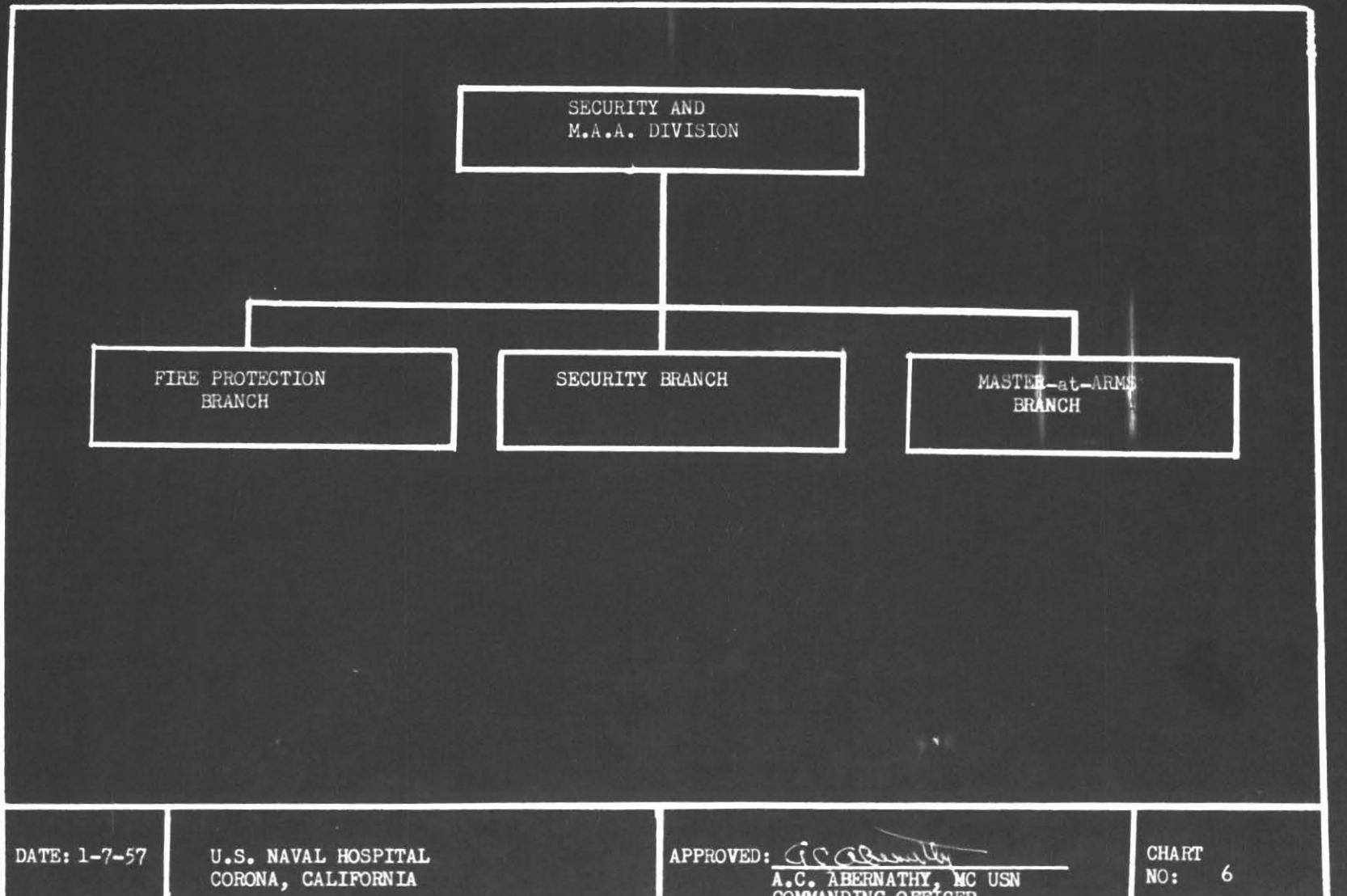
The Communication Section shall:

- (a) Operate the hospital teletype facilities.
- (b) Process and distribute official TWX messages and incoming Western Union teletype messages, prepare communications reports, and maintain communication files and records.

Photostat Section

The Photostat Section shall:

- (a) Operate and maintain the Hospital's photostat equipment.



SECURITY AND MASTER-AT-ARMS DIVISION

The Security and Master-at-Arms Division shall insure the security of the hospital grounds and buildings. The safeguarding of government property and maintenance of good order and discipline on the patients. The Division shall supervise the operation of the fire department and the brig.

Fire Protection Branch

The Fire Protection Branch shall:

- (a) Initiate the procurement of necessary fire-fighting equipment; insure accessibility to fire escapes; and eliminate fire hazards wherever possible.
- (b) Promulgate and assist with the enforcement of fire regulations.
- (c) Provide education and instruction and disseminate publicity to indoctrinate all personnel in fire prevention principles and practices.
- (d) Prepare, submit for approval and post the station fire bill; and conduct regular fire drills as approved by the Commanding Officer.
- (e) Supervise and instruct fire department personnel in all phases of fire fighting; inspect and maintain fire-fighting apparatus and communications in constant readiness.
- (f) Control and extinguish fires.
- (g) Investigate and determine the cause of all fires; and collect pertinent evidence for presentation before a board of investigation if required.

Security Branch

The Security Branch shall:

- (a) Control and issue Identification passes to military, civilian and dependent personnel.
- (b) Investigate all reports of theft and losses reported by personnel on the station.
- (c) Investigate motor vehicle accidents involving civilian vehicles which occur on the station.
- (d) Maintain guard service at hospital entrances and exits and control and direct pedestrian and vehicular traffic.

Master-at-Arms Branch

The Master-at-Arms Branch shall:

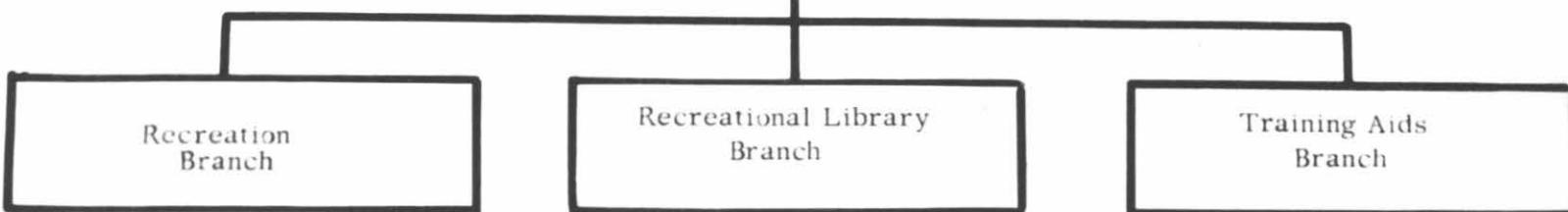
- (a) Maintain good order and discipline on the station.
- (b) Insure that no unauthorized persons are allowed in restricted bounds and permit no loiterers, peddlers or other unauthorized persons on the reservation at any time.
- (c) Guard against trespassing and theft and damage or defacement of hospital buildings and their contents.
- (d) Prevent disorderly conduct by service personnel and report disorders among civilian personnel to cognizant authority.
- (e) Conduct regularly scheduled rounds of the reservation during the day and night, and report any unusual incidents to cognizant authority.
- (f) Insure that all lights, except standing lights, are turned out properly at the scheduled hour and that quiet is maintained during the night.
- (g) Enforce compliance with uniform regulations and observance of naval customs by patient and staff personnel.
- (h) Attend report masts; and record offenses and disciplinary actions taken in the mast log.
- (i) Maintain custody of prisoners; and insure that prisoners are removed to a place of safety when their lives are imperiled by fire or other sudden danger.
- (j) Receive prisoners at the admission room; furnish escorts to the brig; and assist the Officer of the Day in inventorying and providing for the safekeeping of prisoners' valuables.
- (k) Maintain a record of personnel confined, released from confinement, and required to perform extra duty as well as a record of restricted personnel.
- (l) Supervise the cleaning and upkeep of Hospital Corps Quarters; and accompany inspecting officers during inspections of Hospital Corps Quarters and personnel.
- (m) Assign patient details.
- (n) Conduct a daily muster of the crew.
- (o) Prepare liberty lists and liberty passes for enlisted patient personnel for the approval of the Executive Officer; and check personnel out on liberty.

- (p) Assist with the preparation of special requests; and accompany personnel concerned to request mast when required.
- (q) Assist the Security Officer with the registration of motor vehicles and the enforcement of traffic and parking regulations.
- (r) Screen and maintain a log of all investigators and insurance adjusters coming aboard the station.

Any participant deserves to be informed of his rights (a)
and given notice when they are violated. This can
be done by a simple letter to the participant.

Such a letter should inform the participant of his rights (b)
and the steps available to him if his rights are violated.
It should also advise him of his right to file a complaint
with the appropriate authority.

SPECIAL SERVICES
DIVISION



Date: 2-1-55

U. S. NAVAL HOSPITAL
CORONA, CALIFORNIA

APPROVED: *Julian Love*
JULIAN LOVE, CAPTAIN MC USN
Commanding Officer

Chart
No. 7

SPECIAL SERVICES DIVISION

The Special Services Division shall provide and administer a well-balanced program of indoor and outdoor recreation for the staff and patient personnel. The Division shall operate the library, theater, gymnasium, athletic fields and other recreational facilities and shall provide for the publication of the hospital newspaper.

Recreation Branch

The Recreation Branch shall:

- (a) Provide and administer a coordinated program of indoor and outdoor recreation for staff and patient personnel in conjunction with that provided by the American National Red Cross.
- (b) Maintain custody of and account for hospital recreation funds and equipment in accordance with Navy Department instructions.
- (c) Provide movies and other entertainment; and post schedules thereof.
- (d) Make necessary arrangements for the transportation and reception of entertainers; and assist in the production of shows.
- (e) Provide for the publication of a hospital newspaper.
- (f) Supervise the issue of radios and television sets to the wards and recreation lounges.
- (g) Promote interest in and organize intramural athletics.
- (h) Organize and direct hospital athletic teams.
- (i) Prepare schedules of and provide officials for athletic contests.
- (j) Maintain close liaison with the District Recreation Officer and local athletic groups; and arrange for the participation of hospital teams and individuals in organized sports events.
- (k) Supervise the use of the gymnasium, swimming pool, bowling alleys, tennis courts, athletic fields and other recreational facilities.

Recreational Library Branch

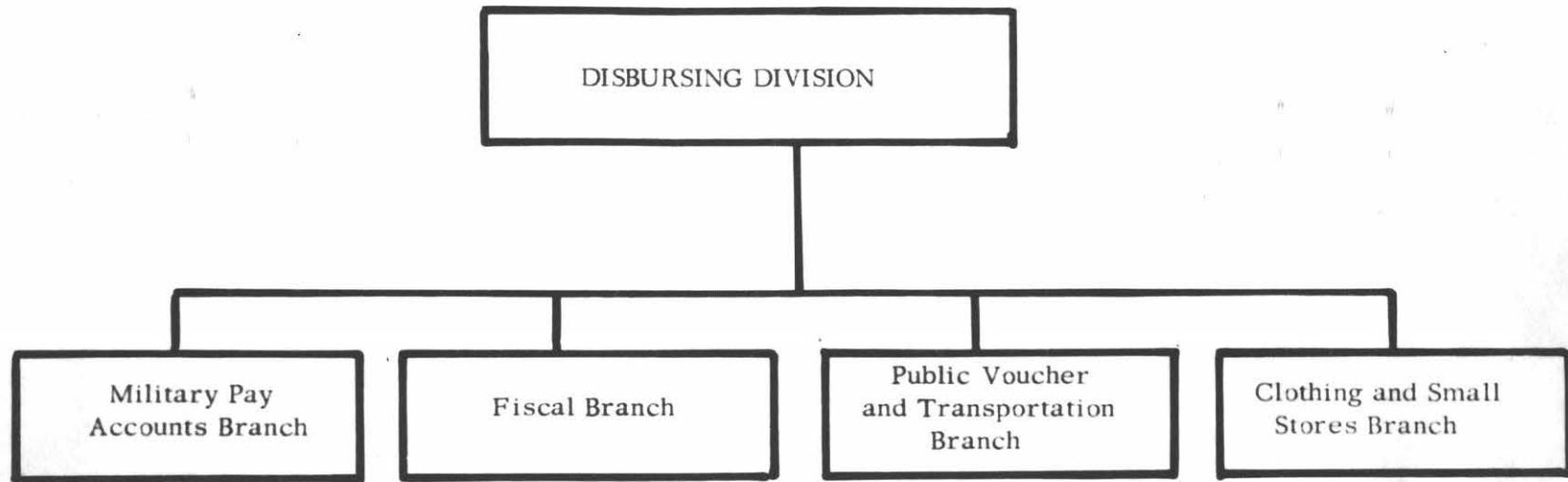
The Recreational Library Branch shall:

- (a) Arrange for the procurement of books, magazines, newspapers and other reading material for the use of staff and patient personnel.
- (b) Operate the recreational library.
- (c) Provide library service to patients confined to wards.
- (d) Catalog books and other material received.
- (e) Establish and maintain a charge-out system for material borrowed from the recreational library; follow-up on over-due material; and collect for lost material as appropriate.
- (f) Issue instructions for the proper care and handling of books and other material in the custody of the recreational library to insure their maximum length of service.
- (g) Maintain a library of records of popular and classical music for distribution to the wards as appropriate.

Training Aids Branch

The Training Aids Branch shall:

- (a) Procure and distribute all training aids (films, strips, slides, charts and equipment) to the hospital services and divisions as necessary.
- (b) Provide qualified projectionists as required.
- (c) Maintain custody of all hospital training aids equipment.



Date: <u>2-1-55</u>	U. S. NAVAL HOSPITAL CORONA, CALIFORNIA	APPROVED	<i>Julian Love</i> JULIAN LOVE CAPTAIN, MC USN	CHART NO <u>12</u>
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DISBURSING DIVISION

The Disbursing Division shall be responsible for the payment of military and civilian personnel assigned to the hospital, the preparation and payment of public vouchers, and the accounting for public funds. The Division shall furnish transportation requests, meal tickets, and other advances, and provide clothing and small stores services. In addition, the Division shall hold patients' money and valuables for safekeeping as requested and shall be responsible for the receipt, custody and accounting of public monies collected by the Collection Agent for the sale of meals, telephone service and dependents' hospitalization.

Military Pay Accounts Branch

The Military Pay Accounts Branch shall:

- (a) Prepare and maintain the pay records of all naval personnel, both staff and patient, attached to the hospital; and process all changes in the pay status of such personnel.
- (b) Compute amounts of pay due; prepare money lists; and pay military personnel.
- (c) Receive and process requests to register or stop allotments.
- (d) Process pay records of personnel released, retired or discharged.

Fiscal Branch

The Fiscal Branch shall:

- (a) Audit civilian payrolls.
- (b) Prepare checks for the payment of military and civilian payrolls and public vouchers; and account for checking funds.
- (c) Maintain daily balance sheets.
- (d) Prepare monthly requests for funds, certificates of deposit and money requisitions.
- (e) Reconcile Treasury statements.
- (f) Prepare and submit monthly financial returns, including supporting vouchers.

(g) Receive from the Collection Agent collections for dependents' hospitalization, subsistence and other matters; and maintain necessary records relating thereto.

Public Voucher and Transportation Branch

The Public Voucher and Transportation Branch shall:

- (a) Prepare public vouchers for the payment of mileage and per diem claims and for the transportation of dependents, military escorts and household effects; and insure that supporting papers are completed.
- (b) Issue government transportation requests and meal tickets; and make necessary travel reservations.
- (c) Maintain records of public vouchers paid, including refund vouchers.

Clothing and Small Stores Branch

The Clothing and Small Stores Branch shall:

- (a) Operate the clothing and small stores issue and bulk store-rooms.
- (b) Requisition and stock stores items.
- (c) Account for cash received from sales.

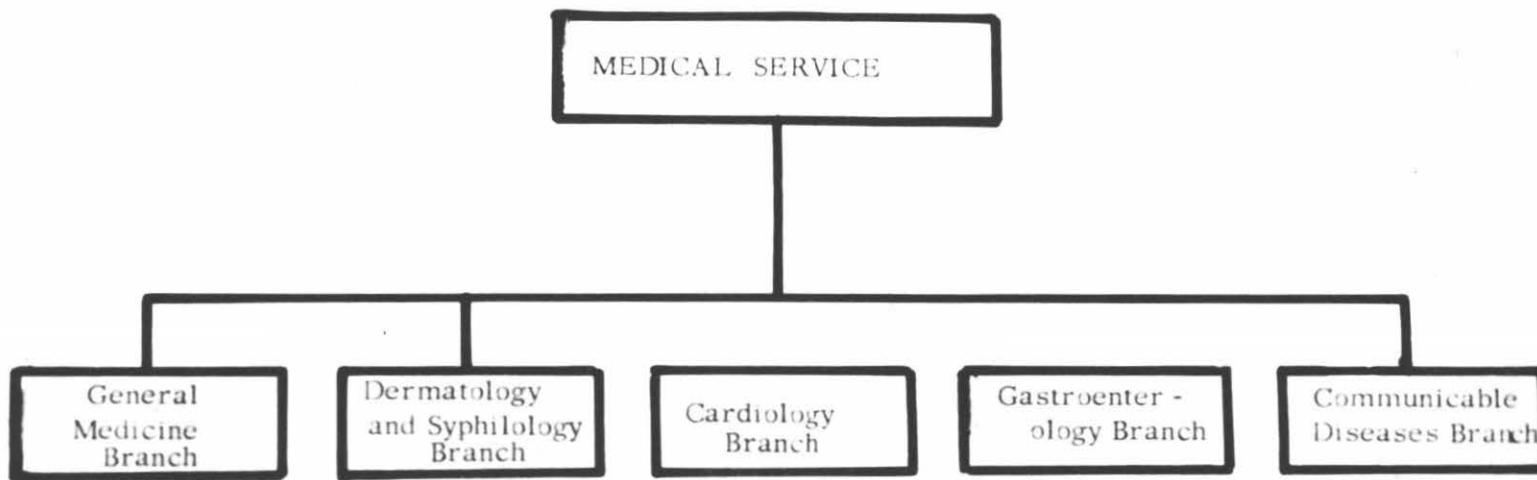
CLINICAL SERVICES

Certain clinical services shall be established in this naval hospital as provided in Section IV of Chapter 11, Manual of the Medical Department. The number and designations of these services will be determined by the Commanding Officer in the light of local conditions. Each "service" is established as an organizationally independent and autonomous unit, reporting directly to the Office of the Commanding Officer.

Each clinical service shall have the following functions in common:

- (a) Insure that the highest standards of professional practice are maintained.
- (b) Inform and advise the Executive Officer regarding all activities, including the care and condition of patients, especially the seriously and critically ill.
- (c) Participate in staff conferences; and provide consultant services as requested.
- (d) Collaborate with the other clinical services and the administrative divisions, as appropriate, to promote patient comfort and welfare and to speed patient recovery.
- (e) Exercise general administrative supervision and control over assigned wards and supporting facilities.
- (f) Participate in and conduct appropriate portions of the hospital training program.
- (g) Confer with civilian consultants on appropriate problems, including the education and training of residents and interns.
- (h) Initiate and conduct research and/or clinical studies as appropriate.
- (i) Insure the adequacy, security, maintenance, economical and proper use, and proper accounting of supplies and equipment.
- (j) Insure the proper preparation and maintenance, and the prompt completion and submission of prescribed records, reports, and return.
- (k) Insure the prompt and proper disposition of patients as provided by law and regulations.
- (l) Perform such collateral duties as may be assigned.

— 1 —



2-1-55

U. S. NAVAL HOSPITAL
CORONA, CALIFORNIA

APPROVED *11/22/55*

JULIAN LOVE, CAPTAIN MC USN
Commanding Officer

Chart
No. 2

MEDICAL SERVICE

The Medical Service shall provide and coordinate services relative to the examination, diagnosis, care, treatment and appropriate disposition of patients requiring general medical care, including care related to the specialties of dermatology, syphilology, cardiology and gastro-enterology.

General Medicine Branch

The General Medicine Branch shall:

- (a) Provide general medical care for those patients admitted to the Branch.
- (b) Provide diagnostic tests for allergic conditions; and supervise the administration of allergy therapy.
- (c) Conduct diagnostic studies in cases in which malignant tumors are suspected; and present such cases to the Tumor Board for diagnosis and recommended treatment and/or disposition.
- (d) Administer such general physical examinations of naval personnel as may be required, including annual, promotion, extension of enlistment, reenlistment and separation physical examinations.

Dermatology and Syphilology Branch

The Dermatology and Syphilology Branch shall:

- (a) Provide for the specialized care and treatment of dermatological diseases and syphilitic and other venereal diseases.
- (b) Provide dark field examinations, intradermal tests, skin scrapings, fungi cultures, biopsies and related special procedures as requested.
- (c) Provide routine venereal disease prophylaxis.
- (d) Administer the venereal disease control program of the hospital.
- (e) Maintain close liaison with local civilian and military authorities on matters relating to the incidence and control of venereal diseases.

Cardiology Branch

The Cardiology Branch shall:

- (a) Provide for the specialized care and treatment of cardiovascular diseases.
- (b) Provide diagnostic basal metabolism, electrocardiographic and stethographic studies, examinations and interpretations as requested.

Gastroenterology Branch

The Gastroenterology Branch shall:

- (a) Provide for the specialized care and treatment of gastroenterological diseases.
- (b) Provide gastroscopic examinations as requested.

Communicable Diseases Branch

The Communicable Diseases Branch shall:

- (a) Provide for the specialized care and treatment of contagious and infectious diseases.
- (b) Provide for the specialized care and treatment of tuberculosis and poliomyelitis; and recommend appropriate disposition of patients who have contracted these diseases.
- (c) Insure the proper isolation of communicable diseases.
- (d) Maintain close liaison with federal, state and local authorities on matters relating to the incidence and control of communicable diseases.

SURGICAL SERVICE

General Surgery Branch

Dependents and Pediatric

Thoracic

Plastic

Proctology

Anesthesiology

Recovery Room

Operating Room

Central Supply

Training School for
O. R. Technicians

Intern Training

Out-Patients

Service

Dependents

Date: 1-7-57

U. S. NAVAL HOSPITAL
Corona, California

APPROVED: *GS*
A.C. ABERNETHY, CAPT MC USN
Commanding Officer

Chart
No: 10

SURGICAL SERVICE

The Surgical Service shall provide and coordinate services relative to the examination, diagnosis, care treatment and appropriate disposition of patients requiring general surgical care, including dependents and pediatrics surgery, plastic surgery, thoracic surgery and proctology.

General Surgery Branch

The General Surgery Branch shall:

- (a) Provide general surgical care for those patients admitted to the Branch. This includes all military active duty or retired from Army, Navy, Air Force and Coast Guard and their dependents.
- (b) Supervise the surgical suite and the central surgical supply facilities of the hospital.
- (c) Plan and promulgate the surgical operating schedule and operating room assignments.
- (d) Maintain a training school for instruction of Operating Room Technicians.
- (e) Provide out-patient service to all service men and dependents eligible for it.
- (f) Provide training for interns in surgery, both didactic and practical and ward work, including supervision of their work in the operating room.

Anesthesiology Section

The Anesthesiology Section shall:

- (a) Determine, in consultation with the operating surgeon, the type of anesthetic to be used.
- (b) Administer general, local, intrathecal and rectal anesthetics as appropriate.
- (c) Examine each patient prior to surgery and make entry in space provided in chart (Standard Form 517) as to condition and recommended type of anesthesia.
- (d) Write pre-operative orders on patients due for surgery.
- (e) Follow up on post-anesthetic patients and make entry in appropriate space in chart as to post-anesthesia course.

- (f) Keep separate record of paragraphs (d) and (e) above to be given to Chief, Surgical Service prior to each Saturday Morning Conference.
- (g) Keep monthly records of number, type and conditions of anesthesia with morbidity and mortality.
- (h) Supervise the care of the patients in the Recovery Room until they are in bed on the ward.

Operating Room Section

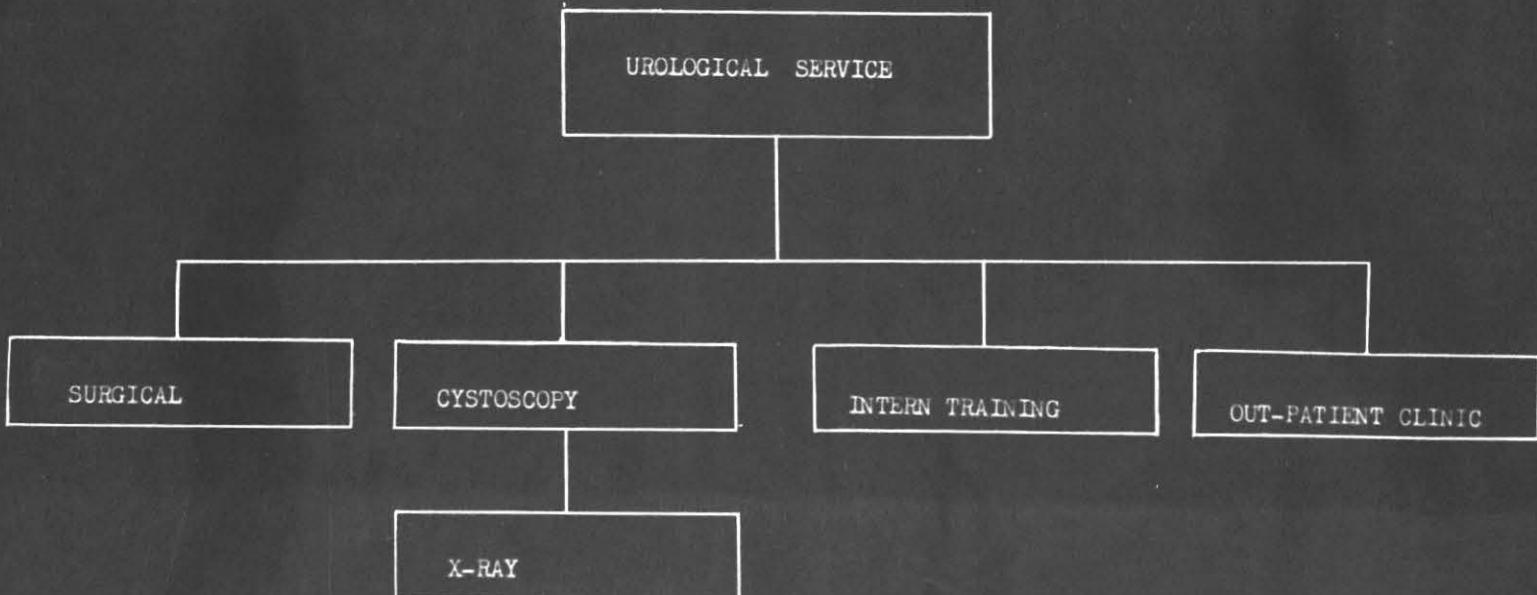
The Operating Room Section shall:

- (a) Assist in the preparation of patients for operations and in the transportation of patients to and from the surgical suite.
- (b) Provide general assistance during operations.
- (c) Insure the proper maintenance, cleanliness and care of the surgical suite and the supplies and equipment therein.
- (d) Insure that the surgical suite is adequately supplied and ready for use at all times.
- (e) Supervise the sterilization of the supplies and equipment charged to the surgical suite, and replace used and out-dated items.
- (f) Insure that the Recovery Room is adequately supplied and ready for use at all times; also that all resuscitation modalities be immediately available at all times.
- (g) Hold drills as directed by the Chief, Surgical Service for the various departments in resuscitation and the use of all methods used in cardiac arrest.

Central Supply Section

The Central Supply Section shall:

- (a) Prepare and maintain a stock of sterile goods, instruments and solutions to meet the requirements of each of the clinical services of the hospital.
- (b) Issue sterile supplies and solutions to the various wards and services of the hospital as required; and receive used and out-dated material therefrom.
- (c) Store, maintain and issue oxygen and gas therapy equipment as required.



60-A-1

Change 2

DATE: 1-7-57

U. S. NAVAL HOSPITAL
Corona, California

APPROVED: C. ABERNETHY
C. ABERNETHY, CAPT MC USN
Commanding Officer

CHART
NO: 10A

UROLOGICAL SERVICE

The Urology Service shall:

- (a) Provide for the specialized care and treatment of genito-urinary diseases.
- (b) Perform urological surgery and provide preoperative and postoperative care for urological surgery patients.
- (c) Provide cystoscopic examinations, excretory urograms, retrograde pyelograms and other studies of the genito-urinary tract as requested.
- (d) Operate an out-patient clinic for diagnosis, treatment and follow-up care of genito-urinary diseases.

64-A-3

60-A-2

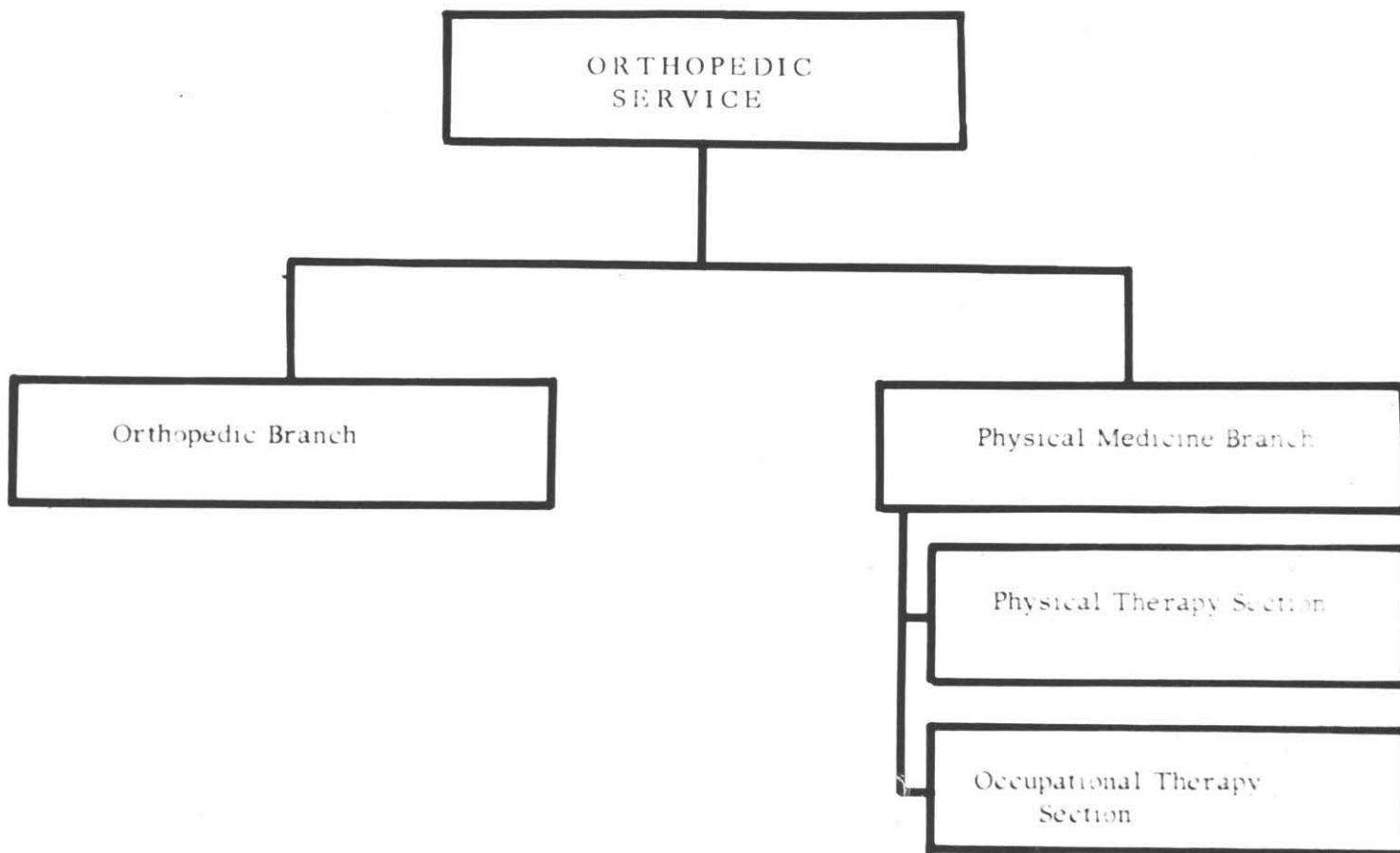
Change 2

THE BOSTONIAN SOCIETY

THE BOSTONIAN SOCIETY

D-A-3

2000-01



2-1-55

U. S. NAVAL HOSPITAL
CORONA, CALIFORNIA

APPROVED:

William Love
William Love, Captain MC USN
Commanding Officer

Chart

No. 11

ORTHOPEDIC SERVICE

The Orthopedic Service shall provide and coordinate services relative to the examination, diagnosis, care, treatment and appropriate disposition of patients requiring orthopedic and neurosurgical treatment. Orthopedics shall be defined as that field of medicine concerned with diseases and disabilities of bones, joints, muscles, ligaments, tendons, bursae and fasciae of the spine and extremities.

ORTHOPEDIC BRANCH

The Orthopedic Branch shall:

- (a) Perform reparative and corrective surgery for abnormal conditions of the musculoskeletal system.
- (b) Provide care and treatment of fractures and associated soft tissue injuries.
- (c) Provide care and treatment for patients with injuries and surgical conditions of peripheral nerves and the spinal cord.
- (d) Provide a consultation service on an appointment basis for orthopedic problems in:
 - (1) Active duty and retired military personnel.
 - (2) Eligible dependent children.
- (e) Maintain and operate a Cast Room to store, apply and remove casts and splints.
- (f) Prescribe and order braces and inspect them when fitted.

PHYSICAL MEDICINE BRANCH

The Physical Medicine Service shall provide for and administer the physical medicine program of the hospital including physical therapy and occupational therapy. This branch shall conduct physical reconditioning activities including therapeutic and corrective exercises to aid recovery, prevent physical deterioration and abet psychological readjustment of all types of patients.

PHYSICAL THERAPY SECTION

The Physical Therapy Section shall:

- (a) Administer medically prescribed physical therapeutic treatment including massage, electrotherapy, hydrotherapy, phototherapy and therapeutic exercises.
- (b) Submit periodic reports to cognizant medical officers regarding patient's progress.

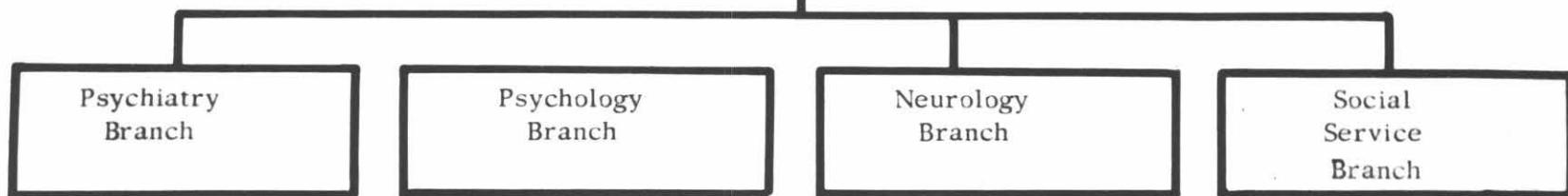
OCCUPATIONAL THERAPY SECTION

The Occupational Therapy Section shall

- (a) Supervise and conduct the therapeutic use of medically prescribed occupational therapy activities for the restoration of joint and muscle function.
- (b) Supervise and conduct the neuropsychiatric occupational therapy program to the hospital to arouse interest and restore confidence, establish work patterns, develop concentration, release excess energy and tension, substitute constructive for destructive habits, socialize by group work and promote habit training.
- (c) When time and personnel are available provide individual and group instruction in such arts and crafts as woodworking, metal work, leather work, printing, painting, sketching and ceramics in order to provide opportunities for creative expression for all types of patients and to make constructive use of leisure time.
- (d) Submit periodic reports to cognizant medical officers regarding patient's progress.

99

N EUROPSYCHIATRY
SERVICE



Date: 2-1-55	U. S. NAVAL HOSPITAL CORONA, CALIFORNIA	APPROVED: <i>Julian Love</i> JULIAN LOVE, CAPTAIN MC USN Commanding Officer	Chart No. 12
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NEUROPSYCHIATRY SERVICE

The Neuropsychiatry Service shall provide and coordinate services relating to the examination, diagnosis, care, treatment and appropriate disposition of patients requiring psychiatric and/or neurological treatment and, when necessary, shall provide for the restriction and/or restraint of psychiatric patients. The Service shall insure the full participation of psychiatric and neurological patients in the recreation and rehabilitation programs of the hospital and shall maintain custody of the confidential records and correspondence which evolve during the treatment of psychiatric patients.

Psychiatry Branch

The Psychiatry Branch shall:

- (a) Provide for the specialized care and treatment of psychiatric disorders.
- (b) Maintain protective custody of patients with psychiatric disorders when required to prevent injury to themselves or others.
- (c) Conduct educational discussions with patients and their relatives to secure their cooperation in the care and treatment of psychiatric disorders and in the prevention of recurrences.
- (d) Initiate appropriate disposition of patients, including medical survey, transfer to a naval neuropsychiatric center or transfer to another service within the hospital.

Psychology Branch

The Psychology Branch shall:

- (a) Conduct psychometric tests and measurements, including tests of intellectual ability, projective tests, examinations of attitudes and aptitudes and group and individual situational tests.
- (b) Interpret and record the findings of psychological tests in relation to available medical, psychiatric, social and educational data and in relation to the patient's problems of personality adjustment.
- (c) Conduct individual and group therapy involving such conditions as readjustments of habits, personality difficulties within the normal range and educational difficulties such as reading defects and speech impairment.

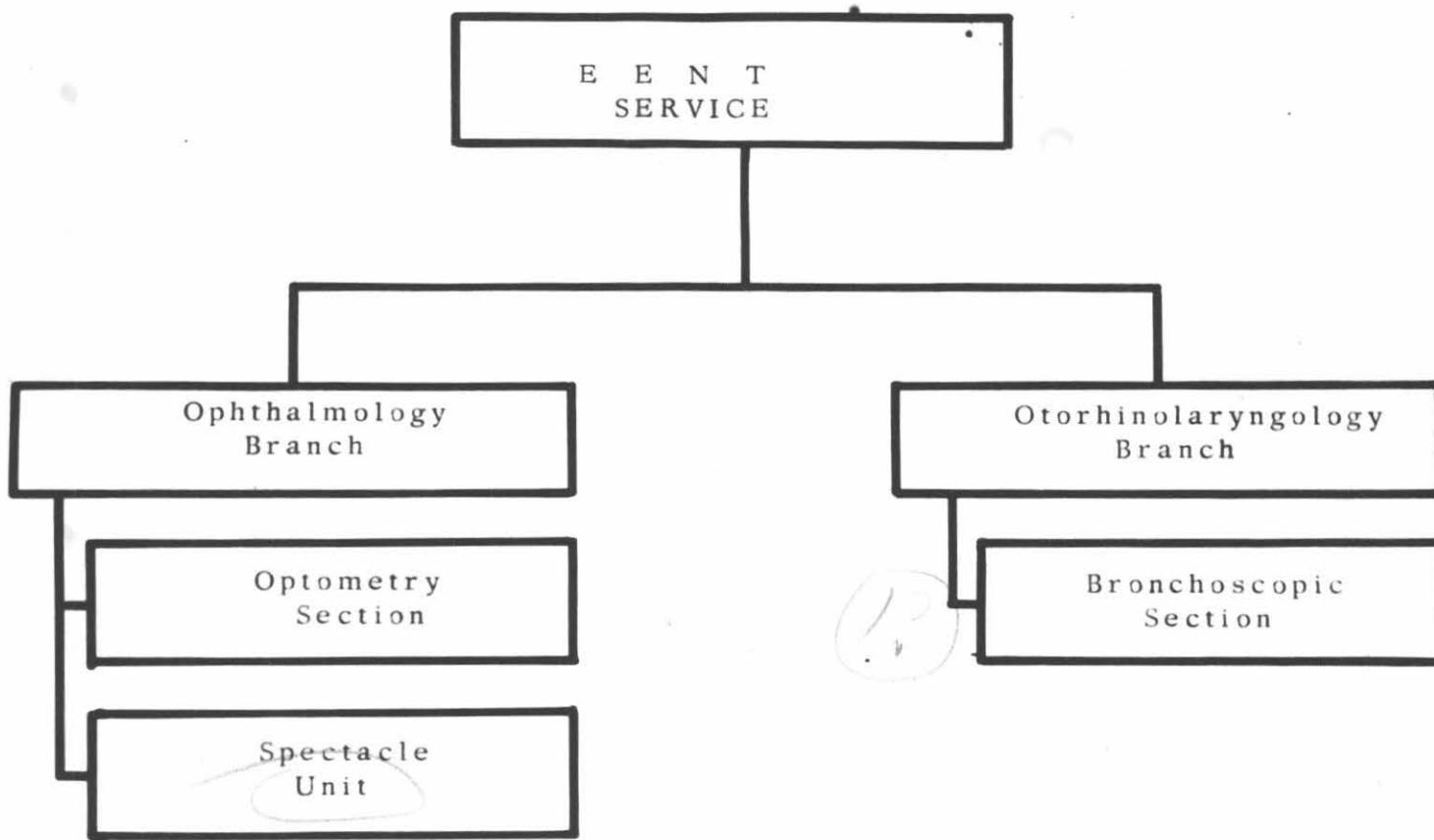
Neurology Branch

- (a) Provide for the specialized care and treatment of neurological disorders.
- (b) Provide electroencephalographic tracings for diagnostic study; and interpret electroencephalographic records.

Social Service Branch

The Social Service Branch shall:

- (a) Provide family background data on psychiatric cases, contact families, social service and welfare agencies, and interview parents and other relatives.
- (b) Participate in child guidance clinics and out-patient counseling, guidance and therapy.
- (c) Provide liaison with the American Red Cross and other organizations.
- (d) Participate in hospital corps training, staff conferences, and community programs in mental health.



Date: 2-1-55

U. S. NAVAL HOSPITAL
CORONA, CALIFORNIA

APPROVED: *Julian Love*
JULIAN LOVE, CAPTAIN MC USN
Commanding Officer

Chart
No. 13

EENT SERVICE

The EENT Service shall provide and coordinate services relative to the examination, diagnosis, care, treatment and appropriate disposition of patients with diseases, injuries or disorders of the eye, ear, nose or throat.

Ophthalmology Branch

The Ophthalmology Branch shall:

- (a) Provide for the specialized care and treatment of diseases, disorders and injuries of the eye.
- (b) Perform ophthalmological surgery; and provide pre-operative and post-operative care for ophthalmological surgery patients.
- (c) Conduct routine and special eye examinations.
- (d) Perform refractions; and prescribe corrective lenses and prisms for ophthalmological defects.
- (e) Operate a Spectacle Dispensing Unit which shall:
 - (1) Perform emergency repairs and adjustments of spectacles.
 - (2) Obtain data for the fabrication of spectacles; and order spectacles.
 - (3) Inspect spectacles upon receipt for conformance to prescription; adjust spectacles to the individual concerned; and effect their delivery.
 - (4) Forward prescriptions for spectacles for inclusion in the individual's Health Record.

Otorhinolaryngology Branch

The Otorhinolaryngology Branch shall:

- (a) Provide for the specialized care and treatment of diseases, disorders and injuries of the ear, nose and throat.
- (b) Perform surgery of the ear, nose and throat; and provide pre-operative and post-operative care for these patients.
- (c) Provide esophagoscopic and bronchoscopic examinations as requested.

DISCUSSION

It is the author's opinion that the following is a good way to approach the problem of the relationship between the two types of data.

Two types of data

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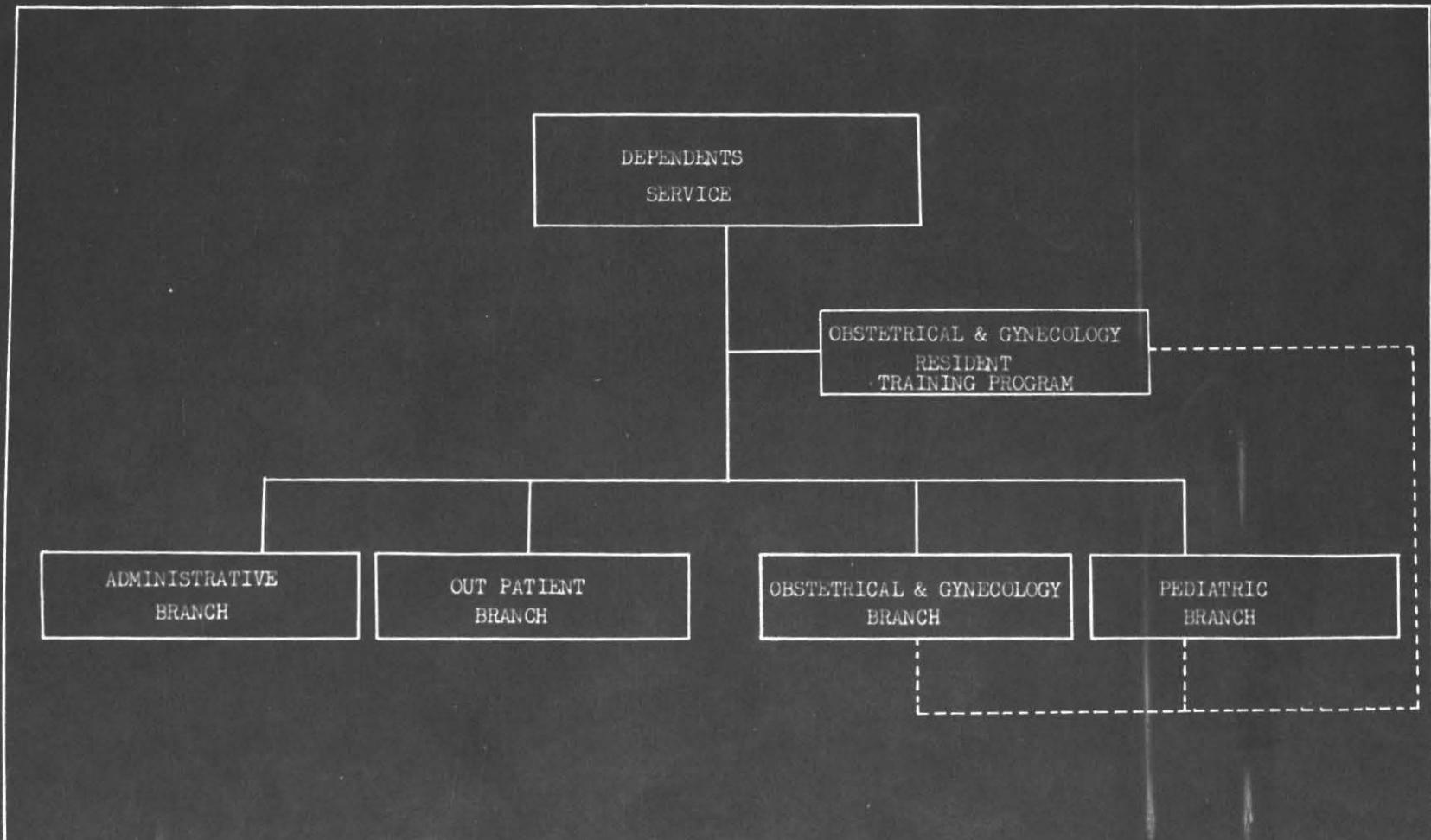
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Date: 1-7-57

U. S. NAVAL HOSPITAL
CORONA, CALIFORNIA

APPROVED

A. C. ABERNETHY
A. C. ABERNETHY, CAPT MC USN
Commanding Officer

Chart
No: 14

DEPENDENTS SERVICE

The Dependents Service shall provide and coordinate in-patient and out-patient services relative to the examination, diagnosis, care and treatment of eligible dependents of members of the armed forces, active and retired, including specialized services in the fields of obstetrics, gynecology and pediatrics. The Service shall collaborate closely with and utilize the facilities of the other clinical services of the hospital as necessary in providing this care.

Administrative Branch

The Administrative Branch shall:

- (a) Make appointments for outpatient service.
- (b) Provide for the reception of outpatients and their referral to the various hospital clinics.
- (c) Maintain custody of dependents outpatient clinical records.
- (d) Process correspondence pertaining to dependent outpatients and their records, including the preparation of transcripts.

Outpatient Branch

The Outpatient Branch shall:

- (a) Maintain an outpatient clinic for the initial and routine care of dependents and retired personnel requiring examination or ambulatory treatment.

Obstetrics and Gynecology Branch

The Obstetrics and Gynecology Branch shall:

- (a) Provide outpatient care and treatment for gynecological cases and obstetrical cases both before and after delivery.
- (b) Provide specialized inpatient care and treatment for obstetrical and gynecological cases.
- (c) Maintain facilities for normal and abnormal deliveries.

Pediatrics Branch

The Pediatrics Branch shall:

- (a) Provide specialized care and treatment, including prophylactic measures, for pediatric patients.
- (b) Operate the nursery, direct the care of the newborn, including those born prematurely.
- (c) Conduct periodic check-ups of babies and routine physical examinations of children as required.

Obstetrical and Gynecology Resident Training Program

The Chief of Dependants Service shall:

(a) Be responsible for the training of Obstetrical and Gynecological Residents consistant with the requirements as established by the Bureau of Medicine and Surgery and other competent authority.

Resident Duties

All resident obligations:

(a) To perform all assigned duties in a professional, ethical, and prompt manner in accordance with the highest standards of medical practice and in the best interest of the patient. (b) To maintain a high standard of personal and professional conduct, including avoidance of conduct which may be detrimental to the hospital and individual patients and the service.

Resident Duties

All resident duties:

(a) To perform all assigned duties in a professional, ethical, and prompt manner in accordance with the highest standards of medical practice and in the best interest of the patient. (b) To maintain a high standard of personal and professional conduct, including avoidance of conduct which may be detrimental to the hospital and individual patients and the service.

Resident Duties

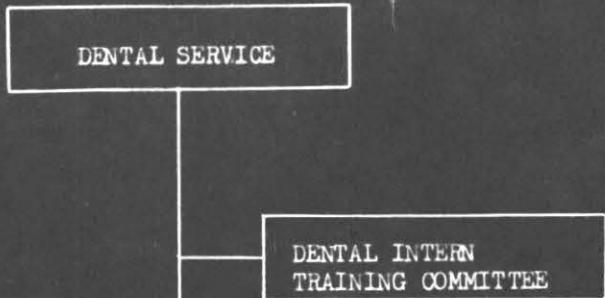
All resident duties:

(a) To perform all assigned duties in a professional, ethical, and prompt manner in accordance with the highest standards of medical practice and in the best interest of the patient. (b) To maintain a high standard of personal and professional conduct, including avoidance of conduct which may be detrimental to the hospital and individual patients and the service.

Resident Duties

All resident duties:

(a) To perform all assigned duties in a professional, ethical, and prompt manner in accordance with the highest standards of medical practice and in the best interest of the patient. (b) To maintain a high standard of personal and professional conduct, including avoidance of conduct which may be detrimental to the hospital and individual patients and the service.



DATE: 1-7-57	U. S. NAVAL HOSPITAL Corona, California	APPROVED: <i>AC Abernethy</i> A. C. ABERNETHY, CAPT MC USN Commanding Officer	Chart No: 15
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DENTAL SERVICE

I. Mission. The Dental Service shall provide dental services for active and retired military personnel and other supernumeraries as prescribed by higher authority. The primary obligations of the Dental Service are to treat inpatients and staff personnel. The Dental Service shall also promote oral health and institute oral hygiene measures for the prevention and control of dental diseases.

II. Dental Intern Training Committee. The Dental Intern Training Committee is composed of the Commanding Officer or his designated representative, the Chief of the Dental Service, officer in charge of the oral surgery branch, and officer in charge of prosthodontics. The committee has the following duties:

- a. To plan, organize and supervise the hospital Dental Intern Training Program.
- b. To submit the required reports on Dental Interns to the Dental Division of the Bureau of Medicine and Surgery.
- c. To coordinate the training of Dental Interns with other hospital training programs.

III. The Oral Diagnosis Branch. The Oral Diagnosis Branch shall:

- a. Perform and record dental examinations.
- b. Perform roentgenographic examinations of the teeth, jaws and adjacent structures; and collaborate with other branches of the service in the interpretation thereof.
- c. To coordinate the treatment planning of patients with the objective of expediting dental service.

IV. Restorative Dental Branch. The Restorative Dental Branch shall:

- a. Restore lost tooth structure; and complete such other operative measures as may be necessary to correct or prevent diseases of the teeth and associated structures.
- b. Provide for the specialized care and treatment of diseases of the oral mucosa and periodontal structures, of pulp canal, and periapical conditions.
- c. In conjunction with the Prosthetic Branch, assist in the crown and bridge training phase of the Dental Intern Training Program.

V. Oral Surgery Branch. The Oral Surgery Branch shall:

- a. Perform dental extractions.
- b. Provide for the specialized care and treatment of infections of the jaw, jaw fractures and other abnormal conditions of the mouth and jaws.
- c. Perform oral and maxillo-facial surgery involving dental structures.
- d. Cooperate with the Restorative Dentistry Branch in the specialized care and treatment of periapical and periodontal diseases.

VI. Prosthodontics Branch. The Prosthodontics Branch shall:

- a. Design and construct dental prosthetic replacements, splints and such other appliances of a similar nature as are required by and authorized for eligible personnel.
- b. Cooperate with the Oral Surgery Branch and the other clinical services of the hospital, as appropriate, in the planning and construction of maxillo-facial prostheses for authorized patients.

LABORATORY SERVICE

Clinical Pathology
Branch

Pathologic Anatomy
Branch

Blood Bank Branch

Date: 2-1-55

U. S. NAVAL HOSPITAL
CORONA, CALIFORNIA

APPROVED: *Julian Love*
JULIAN LOVE, CAPTAIN MC USN
COMMANDING OFFICER

Chart
No. 16

LABORATORY SERVICE

The Laboratory Service shall operate the clinical laboratory of the hospital and conduct studies, investigations and examinations in clinical pathology and pathologic anatomy. The Service shall investigate outbreaks of poisoning and infection by food. It also shall operate the blood bank, exercise general supervision over the morgue, direct the performance of autopsies and schedule meetings of the Tumor Board.

Clinical Pathology Branch

The Clinical Pathology Branch

- (a) Conduct diagnostic blood examinations, including red and white blood counts, cerebrospinal cell counts, hemoglobin determinations and agglutination tests of various types.
- (b) Conduct serological diagnostic studies, including standard and presumptive Kahn tests.
- (c) Conduct quantitative and qualitative chemical analysis of blood specimens and other biochemical studies.
- (d) Conduct chemical and microscopic examinations of secretions and excretions, including urinalyses.
- (e) Conduct examinations to determine the presence and classification of bacteria in smears, exudates and other matter and to isolate and identify parasites and parasitic ova and amoeba.
- (f) Conduct toxicological analyses, such as blood alcohol determinations.
- (g) Perform routine analyses of milk and water supplies.

Pathologic Anatomy Branch

The Pathologic Anatomy Branch shall:

- (a) Conduct gross and histopathological examinations of tissues removed during surgical operations, and furnish reports of gross or microscopic findings as indicated.
- (b) Conduct postmortem examinations, including histopathologic studies, and prepare protocols.
- (c) Operate the morgue.

- (d) Provide for the proper custody, embalming and encasement of the remains of deceased personnel.
- (e) Maintain cross indices on all specimens examined, and code the diagnoses in accordance with AMA nomenclature. Preserve and classify valuable and interesting pathological specimens; and provide for their disposition as prescribed by higher authority.
- (f) Maintain custody of pathological specimens retained for teaching purposes.
- (g) Prepare photographs and/or microscopic slides of specimens for use as audio-visual training aids.
- (h) Forward specimens to the AFIP in accordance with existing directives.

Blood Bank Branch

The Blood Bank Branch shall:

- (a) Maintain a supply of whole fresh blood for transfusions in accordance with existing directives.
- (b) Maintain a list of available blood donors; and arrange for blood donations as required.
- (c) Type, test and match blood; and determine the suitability of blood for transfusion.
- (d) Do such tests or technical procedures as may be necessary.



NURSING SERVICE

Administrative Branch

Educational Branch

Date: 2-1-55

U. S. Naval Hospital
Corona, California

APPROVED: *Julian Love*
CAPT. JULIAN LOVE, MC USN
COMMANDING OFFICER

Chart
No. 17

NURSING SERVICE

The Nursing Service shall administer and coordinate the general activities of the hospital nurses; maintain close liaison with the other professional services on all matters pertaining to nursing; and promote and maintain harmonious working relationships with volunteer groups and any agencies with which they are affiliated. The service shall advise and make recommendations as to policies, procedures and requirements concerning the nursing service and care of patients.

Administration Branch

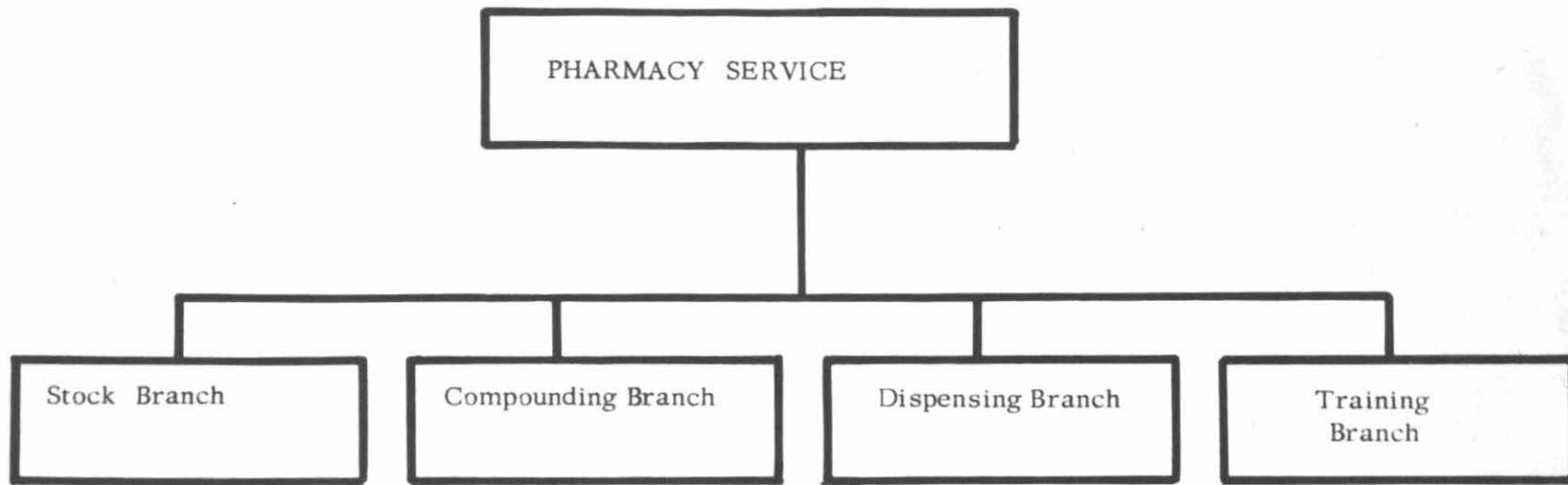
The Administration Branch shall:

- (a) Organize, direct and supervise the nursing service, including supervision of the duties of auxiliary civilian nursing personnel; carry out administrative procedures in conformity with the hospital policy and practices.
- (b) Make duty assignments, and prepare watch lists for Nurse Corps personnel; assign specific duties of auxiliary nursing and non-professional personnel, and coordinate and supervise their activities.
- (c) Provide and supervise nursing care and services for sick, injured and disabled personnel, giving careful attention to providing a comfortable, orderly, clean and safe environment.
- (d) Provide and supervise the administration of treatments and medications ordered by the medical staff; maintain accurate descriptive records of medical treatments and nursing care provided.
- (e) Carry on a continuous analysis and evaluation of the quality of nursing service and efficiency of members of nursing personnel. Maintain records of the qualifications and experience of nursing personnel. Initiate and conduct problem solving conferences.
- (f) Make recommendations regarding the maintenance of the nurses' quarters and messing facilities, the provision of recreational activities for nurses and the general welfare and morale of Nurse Corps officers.
- (g) Direct such housekeeping activities as are the responsibility of nursing personnel.
- (h) Attend and participate in professional meetings affecting the nursing service.
- (i) Secure equipment and supplies required to carry on the nursing service.

Education Branch

The Education Branch shall:

- (a) Encourage and facilitate the professional advancement of the members of the nursing service personnel by affording opportunities for further study and added experience.
- (b) Arrange and participate in programs of in-service education for staff nurses, including the orientation of new nurses.
- (c) Study methods of nursing care and nursing service for the purpose of promoting its continuous improvement.
- (d) Conduct formal classes and informal discussion groups, as required, for non-professional personnel.
- (e) Conduct on-the-job training for auxiliary personnel (hospital attendants and ward attendants).
- (f) Plan and conduct ward teaching programs, conferences and demonstrations to meet the needs of individuals working on the wards.
- (g) Assist in the instruction of patients.
- (h) Keep abreast of new developments in medical science and nursing education in order that necessary changes and adaptations may be promptly initiated and effectively carried out.



Date: 2-1-55	U. S. NAVAL HOSPITAL CORONA, CALIFORNIA	APPROVED: <i>Julian Love</i> JULIAN LOVE, CAPTAIN MC USN Commanding Officer	Chart No. 18
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PHARMACY SERVICE

The Pharmacy Service shall provide and coordinate pharmaceutical services for staff and patient personnel, including the compounding and/or dispensing of all drugs, chemicals, biologicals and vaccines required, and advise and make recommendations as to policies, standards, practices and requirements with regard to pharmaceutical matters. The service shall be responsible for the accurate accounting for narcotics, alcohol, alcoholic beverages and barbiturates issued to the service, including the maintenance of supporting documents. An adequate pharmaceutical reference library shall be maintained in order that the service may be able to provide staff physicians and dentists advice concerning therapeutics in unusual cases.

STOCK BRANCH

The Stock Branch shall:

- (a) Order, receive, inspect and store medicinal supplies and substances as required, and establish safeguards for the storage and issue of poisons, narcotics and alcoholic drugs.
- (b) Maintain stock control of all standard stock and open purchase items authorized for use, and conduct periodic inventories of these items.
- (c) Issue pharmaceutical supplies to the compounding and dispensing branches.
- (d) Record of all extensions of potency periods of antibiotics by lot number and manufacturer, and, when directed by competent authority, destroy material determined unsuitable for use.
- (e) Maintain file of G.S.A. contracts awarded to pharmaceutical manufacturers.

COMPOUNDING BRANCH

The Compounding Branch shall:

- (a) Compound preparations prescribed by medical or dental officers.
- (b) Prepare stock medicinals according to locally adopted formulae and official preparations according to procedures adopted by the United States Pharmacopeia or National Formulary.
- (c) Maintain adequate stocks of medicinal supplies and substances for compounding purposes.
- (d) Insure the care and security of all compounding equipment.

DISPENSING BRANCH

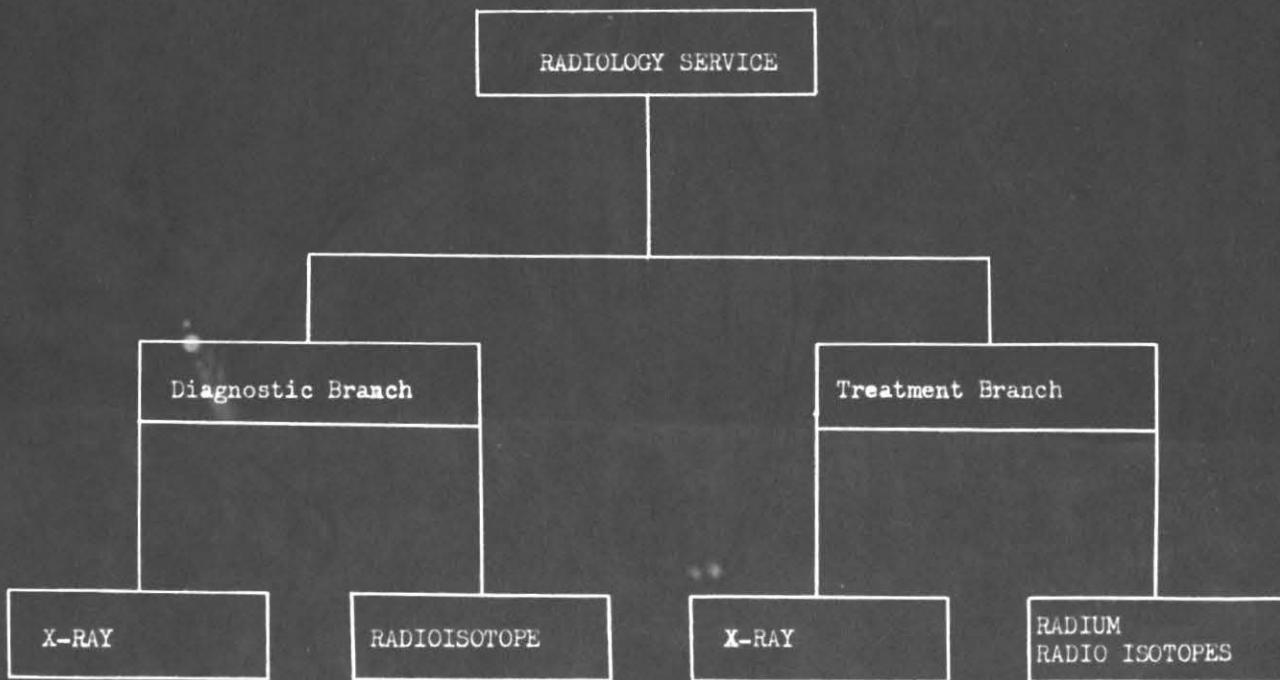
The Dispensing Branch shall:

- (a) Check all prescriptions for proper form, labeling, dosage and other details.
- (b) Maintain records of all prescriptions filled and drugs dispensed. Adhere to existing instructions concerning the numbering and filing of prescriptions.

TRAINING BRANCH

The Training Branch shall:

- (a) Prepare text material for classroom presentation on pharmacy subjects.
- (b) Conduct instruction as required for staff personnel on materia medica, pharmaceutical arithmetic, pharmacy procedures, and related subjects.
- (c) Conduct continuing on-the-job training for all pharmacy personnel.



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Change 2

DATE: 1-7-57

U. S. NAVAL HOSPITAL
Corona, California

APPROVED: G. C. Abernethy
A. C. ABERNETHY, CAPT MC USN
Commanding Officer

CHART
NO: 19

RADIOLOGY SERVICE

The Radiology Service shall provide diagnostic and therapeutic radiologic services including radiological examinations and interpretations to the hospital, and roentgen and radium therapy. The Service shall issue instructions for the protection of staff and patient personnel against stray radiation and, when specifically authorized to use radioactive isotopes, shall be responsible for the control and use of such isotopes within the hospital. It also shall conduct the hospital photodosimetry program and training in radiological defense.

Diagnostic Branch

The Diagnostic Branch shall:

- (a) Conduct diagnostic radiographic examinations, including roentgenographic, photofluorographic and fluoroscopic examinations.
- (b) Direct the developing of films; and interpret films and fluoroscopic screen images.

Therapeutic Branch

The Therapeutic Branch shall:

- (a) Provide radiologic treatment of malignant and nonmalignant diseases.
- (b) Conduct superficial and deep radiotherapy, including the therapeutic application of roentgen rays and radium as indicated.

